Rockland County
PERSONNEL

ASSISTANT OPERATOR, GRADE 3A (WASTEWATER)/ASSISTANT OPERATOR, GRADE 3A (WASTEWATER) (TRAINEE) (OC)
RC/EL #50030010

Applications Continuously Accepted and Examination Dates are Held Continuously During the Week (Tuesday – Friday). Approved Candidates will be notified of their examination date approximately 10 days prior to the examination.

A $15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:
https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms

1. **If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: Village of Suffern.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is $41.66 per hour for a 40-hour workweek with the Village of Suffern. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE:
ASSISTANT OPERATOR, GRADE 3A (WASTEWATER) - This is technical work involving responsibility for assisting in the safe and efficient operation and maintenance of a Grade 4A wastewater treatment plant with a plant point score of 76 or greater** utilizing the activated sludge treatment process (including all modifications). The incumbent may be assigned responsibility for plant operations during a specific shift or in the absence of the Chief Operator. The work is performed under the general supervision of the Chief Operator. Work guidance (e.g., lead work) may be exercised over others. Incumbents in this title may be required to work outside regularly scheduled hours, work rotating shifts and remain on duty to maintain minimum staffing levels on the following shift. Does related work as required.

*As determined by the New York State Department of Environmental Conservation plant point scoring system which is based on type and complexity of the wastewater treatment plant.

ASSISTANT OPERATOR, GRADE 3A (WASTEWATER) TRAINEE - This is on-the job training to acquire the necessary experience-knowledge to qualify at the level of competence required of appointees to the primary job. Generally, the minimum educational qualifications must have been met at the time of appointment. The work and study are performed under close supervision, direction and instruction of a specialist in the job field. Appointments to a trainee position will be to fulfill the experience and/or education requirements called for and will not exceed two (2) years. Appointees who satisfactorily complete their training program and probationary period, and who otherwise qualify, will be approved in the primary title without further examination. Does related work as required.

When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.

MINIMUM QUALIFICATIONS:
ASSISTANT OPERATOR, GRADE 3A (WASTEWATER) At the time of application submission, you must have: Possession of a valid Grade 3A or higher** Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation, proof of which must be submitted at the time of application.

SPECIAL REQUIREMENTS:
1. Possession of a valid driver's license appropriate to the kind and size of vehicles to be operated.
2. Must maintain a valid Grade 3A or higher** Wastewater Treatment Plant Operator certificate throughout the course of employment in this title.

**Approved higher-level certificates include a Grade 4A Wastewater Treatment Plant Operator certificate.

SEE NEXT PAGE

ASSISTANT OPERATOR, GRADE 3A (WASTEWATER)/ASSISTANT OPERATOR, GRADE 3A (WASTEWATER) (TRAINEE) (OC) #50030010 (CONTINUED)

ASSISTANT OPERATOR, GRADE 3A (WASTEWATER) TRAINEE - Candidates are not required to possess the Grade 3A or higher** Wastewater Treatment Plant Operator certificate at the time of application. The traineeship will provide the qualifying work experience necessary to obtain the certificate. A valid Grade 3A or higher** Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation must be obtained by the completion of the traineeship period***.

** Approved higher-level certificates include a Grade 4A Wastewater Treatment Plant Operator certificate.

***Traineeships shall last no longer than two years.

A single eligible list will be created from this examination. Candidates who qualify for Assistant Operator, Grade 3A (Wastewater) will be certified for appointment before those who qualify only for the Trainee title. Candidates who meet the minimum qualifications for the full Assistant Operator, Grade 3A (Wastewater) title will be certified at that level. Those who qualify only for the Trainee title will be certified as trainees and, upon satisfactory completion of the one- to two-year traineeship, will advance to the full Assistant Operator, Grade 3A (Wastewater) title without further examination. Trainees on the list who later gain the required qualifications, during the life of the list, may submit proof of certification for review and be certified out in the Assistant Operator, Grade 3A (Wastewater) title.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel **no later than ten (10) days after the submission of your application**. Failure to meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

EXAM ADMINISTRATION: The written test will be administered on a personal computer (PC) and **will be held on a weekday**. Candidates need no prior knowledge of computers in order to take the test. The test uses a simple point-and-click system that is thoroughly explained through an animated instruction program. Candidates will be given a sample test on which to practice before the actual test begins.

SUBJECT OF WRITTEN EXAMINATION:

1. Mechanical Aptitude – These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.
2. Safety Practices – These questions test your knowledge of basic safety practices.
3. Tools and Reading of Scales and Gauges – These questions test your ability to recognize or identify basic tools and their common uses and to make accurate readings of various types of dials, scales and gauges.
4. Elementary Chemistry and General Science – These questions test your knowledge of basic processes and concepts in chemistry and general science.
5. Understanding and Interpreting Written Material – These questions test how well you comprehend written material.
6. Basic Mathematics – These questions test your ability to use addition, subtraction, multiplication and division to solve basic arithmetic problems that may be encountered in water and wastewater treatment plant operations. Questions may also involve the use of fractions, decimals, averages, and percents.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: "A Guide to the Written Test for the Water and Wastewater Treatment Plant Operator/Trainee Series" is available at the New York State Department of Civil Service website: https://www.cs.ny.gov/testing/testguides.cfm or the Rockland County Department of Personnel website: https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

A candidate is permitted to take a Water and Wastewater Treatment Plant Operator/Trainee examination prepared by the NYS Department of Civil Service only once during each of the following defined periods:

January 1 – June 30
July 1 – December 31

ELIGIBLE LIST: This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Successful candidates will have their names placed on an eligible list for this title in order of their ranking, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of successful candidates will remain on the list for one (1) year to fill present and future vacancies.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 06/30/2026
Date Re-Issued: 08/28/2026