Rockland County
PERSONNEL

ASSISTANT SHIFT OPERATOR (OC)
RC/EL #50031010

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: Rockland County Sewer District #1.

RESIDENCE REQUIREMENTS: 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 $26.70 per hour for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is semi-skilled work performed in a wastewater treatment plant during an assigned shift. The work is performed under the supervision of a Shift Operator or higher-level 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 .

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: At the time of application submission, you must have: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate to the kind and size of vehicle to be driven.

ANTICIPATED ELIGIBILITY – AGE AND EDUCATIONAL REQUIREMENTS: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and or education within 12 months of exam date in order to be eligible for appointment from a certified list.

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.

SEE NEXT PAGE

ASSISTANT SHIFT OPERATOR (OC) #50031010 (CONTINUED)

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 might 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: 07/01/2026
Date Re-Issued: 08/28/2026