

# ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department  
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Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams>  
AN EQUAL OPPORTUNITY EMPLOYER

**#50401 WATER/WASTEWATER SERIES**

**NO FILING FEE FOR THIS EXAMINATION**

**CONTINUOUS RECRUITMENT**

**OPEN-COMPETITIVE EXAMINATION**

**PLEASE READ ENTIRE ANNOUNCEMENT CAREFULLY**

**NOTE:** Ulster County will be offering this series only **ONCE** this year, to be held on May 10, 2025. We will continue to accept applications after the April 10, 2025 last file date; those applicants will be scheduled in 2026. Announcements will be issued at the end of January of 2026 indicating the examination date(s) for that year.

**EXAMINATION DATE: May 10, 2025**

APPLICATIONS MUST BE SUBMITTED THROUGH THE ULSTER COUNTY EMPLOYMENT/EXAMINATION PORTAL BY **11:59 PM ON APRIL 10, 2025** FOR THE MAY 10, 2025 TEST DATE.

**WATER/WASTEWATER SERIES INCLUDES THE FOLLOWING TITLES:**

Wastewater Treatment Plant Operator Trainee  
Water Treatment Plant Operator Trainee  
Water/Wastewater Treatment Plant Operator Trainee

AND, any other titles determined to be appropriate by the Ulster County Personnel Director.

Trainees are advanced to an appropriate Operator title, without further examination, upon satisfactory completion of certificate requirements appropriate to the plants being operated as established for Water Treatment Plant Operators by the New York State Department of Health and for Wastewater Treatment Plant Operators by the New York State Department of Environmental Conservation. Work is performed under the direct supervision of an appropriately certified operator.

**SALARY:** The 2024 Starting salaries for Ulster County Departments (Water Treatment Plant Operator Trainee at UCCC) is currently listed at \$23.86 per hour. Starting salaries in other agencies vary by location.

**TYPICAL WORK ACTIVITIES:** The traineeship positions (depending on the particular position) involve learning and performing the techniques of operating and maintaining a water treatment, wastewater treatment, OR a water/wastewater treatment plant. For example: operating pumps, valves, air compressors and related machinery and equipment; making minor repairs to machinery and equipment; sampling and testing water and/or wastewater; recording readings and conducting necessary tests for control of plant operation.

**MINIMUM QUALIFICATIONS** Candidates must meet the following requirement on or before the date of the examination:

Graduation from high school or possession of a high school equivalency diploma.

**TYPES OF WATER AND WASTEWATER TREATMENT PLANTS ARE DESCRIBED AS FOLLOWS:**

**WATER TREATMENT PLANTS:**

Type A - with facilities for filtration

Type B - without facilities for filtration

Type C - without facilities for filtration that serves 1000 people or less

**WASTEWATER TREATMENT PLANTS:**

Type A Treatment Plant - includes all facilities with the activated sludge process, or any similar process, Including all modifications.

All other treatment plants include facilities with any biological, physical or chemical treatment process other than the activated sludge and the stabilization or oxidation pond processes.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills and/or abilities in such areas as:

**Mechanical Aptitude:** These questions are designed to test a candidate's ability to understand and apply basic mechanical principles to devices such as levers, pulleys, pumps, gears, and similar mechanical devices. The candidate is shown sketches of various basic mechanical devices and must answer questions about how they function.

**Safety Practices:** These questions are designed to test a candidate's knowledge of general safety principles and practices including those involved when working with mechanical equipment, electricity and hazardous chemical substances. Candidates are NOT expected to know about detailed safety procedures that may be used in water or sewage treatment plants.

**Reading of Scales and Gauges:** These questions are designed to test a candidate's ability to read and understand various meters, scales, gauges and dials. Candidates are shown the indicators of various measuring devices and are expected to be able to read and understand the numerical value shown.

**Tools:** These questions are designed to test for a candidate's ability to recognize commonly used hand tools and understand their uses. The candidate may be shown a picture of a particular tool and asked to identify it, or asked a question concerning the proper use for a particular tool.

**Basic Mathematics:** These questions are designed to test a candidate's ability to use the four basic arithmetic operations (addition, subtraction, multiplication and division). The candidate may be asked questions concerning percentages, decimals and fractions. The candidate may also be asked to solve simple practical mathematical problems by reading the problem and then applying the appropriate arithmetic operation to solve the problem.

**Understanding and Interpreting Written Material:** These questions are designed to test a candidate's ability to read and understand a selection of written material. The candidate is presented with a reading selection of one or more short paragraphs. The candidate must then answer questions based on the information contained in the paragraph(s).

**Elementary Chemistry and General Science:** These questions are designed to test a candidate's knowledge of basic principles of chemistry and general science. The candidate may be asked questions concerning simple chemical processes, compounds or elements including chemical processes found in living organisms such as bacteria, algae, etc. The candidate may also be asked questions concerning simple physical properties or processes, including such basic physical properties as light, heat, electricity, magnetism and pressure.

**STUDY GUIDE-WATER/WASTEWATER SERIES:**

A Guide to Taking the Examination for this series is available on the New York State Department of Civil Service Web Site at <https://www.cs.ny.gov/testing/testguides.cfm> OR at the Ulster County Office Building, Personnel Department, 244 Fair Street-5<sup>th</sup> Floor, Kingston, NY, OR Call (845) 340-3550 for information on how to obtain a copy.

**CALCULATORS:** "Unless specifically prohibited, candidates are permitted to use non-programmable, quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.

CANDIDATES WHO PASS THE WRITTEN TEST WILL APPEAR ON THE APPROPRIATE ELIGIBLE LIST(S). THEIR NAMES WILL BE INTERFILED ACCORDING TO GRADE AND WILL REMAIN ON THE LIST(S) FOR UP TO TWO (2) YEARS.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

**VETERANS CLAIMING ADDITIONAL CREDITS:** Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Applications **MUST** be filled out electronically within the Ulster County Civil Service Examinations Portal, <https://ulster-portal.mycivilservice.com/post/exams>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department  
County Office Building, 244 Fair Street, 5<sup>th</sup> Floor  
Kingston, NY 12401

**CRIMINAL BACKGROUND INVESTIGATION POLICY:** In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

**SPECIAL NOTE:** All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, disabled candidate, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation and be made at time of filing.

\*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

#50401

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ISSUED: January 30, 2025

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