

# GLEN COVE CIVIL SERVICE COMMISSION EXAMINATION NOTICE

## **COMMISSIONERS**

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## **THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION**

ANNOUNCES AN OPEN-COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR

## **WATER PLANT OPERATOR TRAINEE WATER PLANT OPERATOR**

EXAM NUMBER **25024**

**This Exam Date:** Saturday, February 8, 2025.  
**Next Exam Date:** Saturday, February 7, 2026.

**CONTINUOUS RECRUITMENT:** Applications for this title are accepted continuously and exams are given every year. Applicants applying up to three weeks prior to the exam date will be allowed to take the exam. Successful candidates will have their names placed on the eligible list in order of their final score, regardless of the date on which they take the test. A candidate's eligibility for appointment begins within one month after the exam and will remain in effect for 4 years. Candidates already on the list may take the exam again to improve their listed score. The Commission reserves the right to terminate or modify this Continuous Recruitment program at any time.

**LOCATION OF EXAM:** *To be announced.*

**APPLICATION FEE:** \$25 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

**LOCATION OF POSITION/VACANCY:** The list established from this exam can be used to fill any current or anticipated vacancy in the City of Glen Cove Water Department. The Commission has deemed this examination program appropriate to fill Water Distribution Operator Trainee and Water Distribution Operator positions in addition to the titles above. Please note that Civil Service Examinations may be held to establish eligible lists in titles for which there are no currently vacant positions.

**SALARY:** \$48,185 to \$81,962 (annually)

**GENERAL RESIDENCY REQUIREMENTS:** Candidates must be legal residents of the City of Glen Cove or villages contiguous to the City of Glen Cove for at least one month immediately preceding the date of the examination. Contiguous villages include Glen Head, Sea Cliff, Locust Valley and Lattingtown.

**NOTE:** Civil Service Law allows the appointing authority to give preference to candidates who are residents of the City of Glen Cove. To be included in this certification of residents, a candidate must be a resident of Glen Cove at the time of the initial certification of residents until appointment.

**STUDY GUIDES:** Study guides prepared by the NYS Department of Civil Service are available for this exam from the Civil Service Office or the Civil Service website [GlenCoveNY.gov](http://GlenCoveNY.gov) where you can [Click Here For Water Plant Operator Test Guide](#) .

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a general equivalency diploma.

**SPECIAL REQUIREMENTS:** Trainee positions require eligibility for an appropriate Public Water Treatment and Purification Plant Operator's grade certificate issued by the New York State Department of Health and require successful completion of certificate program to complete the probationary period. Failure to obtain the necessary certification level will result in termination of employment.

Non-trainee positions require possession of an appropriate Public Water Treatment and Purification Plant Operator's grade certificate issued by the New York State Department of Health at the time of appointment. To be listed on a certification to such positions, a copy of the appropriate certificate must be furnished by the candidate at the time of canvass of the list.

All positions require possession of a valid license to operate a motor vehicle in New York State, appropriate for the vehicles to be operated.

#### **DUTIES:**

***When employed as a Water Distribution Operator Trainee:*** Performs study and reading assignments, observes demonstrations, and undergoes a course of instruction approved by the New York State Department of Health, necessary to qualify for a Grade D certificate and otherwise learns the techniques of operation and maintenance of a water distribution system; Learns and assists in the installation, maintenance and repair of underground water mains and other associated components including hydrants, water mains, water service lines, meters, valves and pumps; Learns and assists in the operation of motor and other equipment related to the installation, maintenance and repair of water distribution systems including the operation of back hoes, Trucks, drills, and locating devices; Learns and assists in the testing for and repair of leaks in mains and services; Learns and assists in the reading of meters and recording of data; Learns and assists in the flushing of hydrants and operation of bleeders; Learns and assists in the initiation and termination of water service as appropriate; Learns and assists in the response to customers inquiries and complaints regarding water service; Performs custodial duties in connection with the maintenance and repair of the distribution system's buildings, grounds and equipment; Performs duties of increasing responsibility as assigned in the maintenance and repair of the water distribution system.

***When employed as a Water Distribution Operator:*** Performs the necessary course of instruction, approved by the New York State Department of Health, to maintain a Grade D Certificate and otherwise remains current in the techniques of operation and maintenance of a water distribution system; Installs, maintains and repairs underground water mains and other associated components including hydrants, water mains, water service lines, meters, valves and pumps; Operates motor and other equipment related to the installation, maintenance and repair of water distribution systems including the operation of back hoes, trucks, drills, and locating devices; Tests for and repairs leaks in mains and services; Reads meters and record data; Flushes hydrants and operate bleeders; Initiates and terminates water service as appropriate; Performs custodial duties in connection with the maintenance and repair of the distribution system's buildings and grounds and equipment; Responds to customers inquiries and complaints regarding water service; Performs duties of increasing responsibility as assigned in the maintenance and repair of the water distribution system.

***When employed as a Water Plant Operator Trainee:*** Performs study and reading assignments, observes demonstrations, and undergoes a course of instruction approved by the New York State Department of Health, necessary to qualify for a Grade II-B certificate and otherwise learns the techniques of operation and maintenance of a water treatment plant and distribution system; Learns and assists in the operation and adjustment of pumps, valves, and related mechanical equipment; Learns and assists in the inspection, maintenance and repair of pumps, valves and related mechanical equipment; Learns and assists in taking samples of water and testing and treating water for color, odor, taste, alkalinity, residual chlorine, and other impediments to quality; Learns and assists in regulating and adjusting purification feeders, washing filters and settling basins; Learns and assists in the preparation and maintenance of activity records and reports; Learns and assists in installing and making repairs to water mains and services, hydrants, valves and meters; Learns and assists with maintenance of all plants and

pumping stations buildings, grounds and equipment; Drives a vehicle between sites and operates equipment as required.

**When employed as a Water Plant Operator:** Performs the necessary course of instruction, approved by the New York State Department of Health, to maintain a Grade I-B or a II-B Certificate and otherwise remains current in the techniques of operation and maintenance of a water treatment plant and distribution system; Operates and adjusts pumps, valves, and related mechanical equipment; Inspects, maintains and repairs pumps, valves and related mechanical equipment; Takes samples of water and tests and treats water for color, odor, taste, alkalinity, residual chlorine, and other impediments to quality; Regulates and adjusts purification feeders, washing filters and settling basins; Treats water with proper chemicals to insure purity; Prepares and maintains activity records and reports; Installs and makes repairs to water mains and services, hydrants, valves and meters; Maintains all plants and pumping stations buildings, grounds and equipment including custodial duties; Provides training to subordinate employees in completion of duties; May install remote meters and make taps on water mains; May operate backhoe and trucks; May make inspections for cross connections, test back flow prevention devices and keep records; Drives a vehicle between sites and operates equipment as required.

**SUBJECT OF EXAMINATION:** There will be a written test that you must pass in order to be considered for appointment. The written test will be for knowledge, skills and/or abilities in such areas as:

**MECHANICAL APTITUDE:** These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.

**SAFETY PRACTICES:** These questions test your knowledge of basic safety practices.

**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.

**ELEMENTARY CHEMISTRY AND GENERAL SCIENCE:** These questions test your knowledge of basic processes and concepts in chemistry and general science.

**UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test how well you comprehend written material.

**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.

**The use of a calculator is recommended. A calculator will be provided for use on this test.**

**CROSS FILER STATEMENT:** If you have applied for any other Civil Service examination to be given on the same test date for employment with New York State or any other local government jurisdiction, excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 2 weeks before the date of the examinations. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take the examination.

**RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the "Special Arrangement" box on the front of the applications. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You

must contact The City of Glen Cove Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

**This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.**

**APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS:** Application forms may be obtained from the City of Glen Cove website [GlenCoveNY.gov](http://GlenCoveNY.gov) OR from the office of the Glen Cove Municipal Civil Service Commission, City Of Glen Cove, City Hall, 9 Glen Street, Glen Cove, NY 11542 during any weekday from the posting date through the last filing deadline (except holidays) between the hours of 9:00 AM to 5:00 PM Monday through Friday OR by sending a stamped self-addressed envelope with the applicant's name and address on it, requesting an application for the examination. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

**APPLICATION FEE DETAILS:** A nonrefundable application fee is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your personal check or money order payable to the "City of Glen Cove". Please write your name and examination number(s) on the check or money order. Cash will not be accepted. This fee may be waived. See the Application Fee Waiver section of this posting for details. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$35.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office or on-line at: [GlenCoveNY.gov](http://GlenCoveNY.gov)  
[Click Here for Application Fee Waiver](#)

**ADMISSION NOTICES:** You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing

verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran's Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

**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.

**RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM:** In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Glen Cove Civil Service Commission a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

**The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer**

*(Issued 7/21/2015)*

Applications are available on the Civil Service website [GlenCoveNY.gov](http://GlenCoveNY.gov) where you can...

[Apply now for this examination -- CLICK HERE -- to download application](https://glencoveny.gov/wp-content/uploads/2022/04/Application-for-Examination.pdf)

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