



"History's Hometown"

CITY OF AUBURN

Civil Service Commission

Issued: October 13, 2026

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of open competitive

**Water/Wastewater Treatment Plant Operator
Trainee**

EXAMINATION #20-264-010

EXAMINATION DATE: December 12, 2026

LAST FILING DATE: November 20, 2026

APPLICATIONS MUST BE POSTMARKED NO LATER THAN: November 20, 2026

SALARY: \$48,318 - \$68,772

MINIMUM QUALIFICATIONS:

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

APPLICATION FEE:

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Check or Money Order payable to the **CITY TREASURER**

Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

Pay online here: <https://pay.xpress-pay.com/org/A4565D4541A1475>

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

VACANCY:

At present there is one anticipated vacancy in the City of Auburn. The eligible list established as a result of this examination will be used to fill any vacancies as they occur.

NOTE: A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur. Candidates who are successful in this examination and who have the proper grade certificate issued by the New York State Department of (*Environmental Conservation or Health*), will be certified for appointment at the Operator level. Other eligibles will be certified at the Trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate requirement.

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science and mechanical aptitude. The incumbent undergoes on-the-job training to become qualified as an operator of a wastewater treatment plant. The position involves responsibility for learning the duties and assisting in the actual operation and maintenance of a wastewater treatment plant. Term of appointment is limited to the training period for the plant where the position exists, during which time employees should will be required to satisfactorily complete the training and experience requirements of the New York State Department of Environmental Conservation (NYSDEC) regulations for an operator's certificate appropriate to the plant. The incumbent trainee is required to obtain 3A or 4A NYSDEC Operator Certification within two years of reaching eligibility. Work is performed under the immediate supervision of a qualified operator. Does related work as required.

SUBJECT OF EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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.

A Guide for the Written Test for Water and Wastewater Treatment Plant Operator Trainee is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

No review of this examination will be permitted nor will any appeals be accepted. You may, however, request the Civil Service Commission verify your score.

CALCULATOR:

Use of calculators is **RECOMMENDED** for this exam. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators', 'Dictionaries', or any similar devices are prohibited. No electronic communication devices (cell phones, smart watches, etc.) are allowed in the examination room.

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.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo ID. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

VETERANS CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

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 (10) 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 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.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:

You may apply online here: <https://auburn-portal.mycivilservice.com>

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.56 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 208
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission:

**John C. Hardy
Christina Tomasso
Stephen Rich**

An equal opportunity employer