



**THE MUNICIPAL CIVIL SERVICE COMMISSION EXAM ANNOUNCEMENT FOR  
COMPLIANCE OFFICER INDUSTRIAL WASTE INSPECTOR  
NIAGARA FALLS WATER BOARD**

**EXAM: #70011880 PROMOTIONAL**

**APPLICATION FEE: \$30.00** A **NON-REFUNDABLE** application fee must accompany your application and is required for each exam for which you apply. **DO NOT USE CASH.** Make check or money order payable to the City Controller and write the examination number on your check or money order. **AS NO REFUND WILL BE MADE,** you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**EXAMINATION DATE:**  
**JANUARY 10, 2026**

**FIRST DAY FOR FILING**  
**TUESDAY OCTOBER 14, 2025**

**LAST DAY FOR FILING**  
**MONDAY NOVEMBER 10, 2025**

**FILING FOR THE EXAM:** Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is the last four digits of social security number.

**An incomplete application will be disapproved.** List your current or most recent position first and then any experience that qualifies you for the minimum qualifications of the position sought. To receive credit for experience on a job, all information requested on the application must be shown. Be very specific in explaining experience that qualifies you for the position sought. Ambiguity and vagueness will not be resolved in your favor. A RESUME WILL NOT BE ACCEPTED. ALL EXPERIENCE MUST BE ON OUR APPLICATION OR ADDITIONAL EXPERIENCE FORM. Unless otherwise specified, experience will be interpreted to mean "**PAID EXPERIENCE**" only. Part-time paid work experience will be accepted based on its full-time equivalent. If a degree or special license is required, a copy must be submitted with application. No credit in a promotional examination shall be granted to any person for time served as a provisional appointee in the position to which promotion is sought. Civil Service Law 52 (1) requires an individual to hold a competitive class position to be eligible for promotional appointment.

**DISTINGUISHING FEATURES OF THE CLASS:** This is important work involving the collection and preparation of composite industrial wastewater samples on a prescribed schedule for chemical analysis as a basis for assessing charges for sewer use and compliance with Discharge Permit or Local Limits. This work also involves recording data from wastewater flow meters and installing and removing temporary sampling and/or flow measuring systems and equipment. Another important feature of this work involves the detection and investigation of sewer ordinance violations which may also involve the detection and investigation of sewer ordinance violations which may also involve investigating complaints of sewer gases and the filing of comprehensive detailed reports with his/her immediate superior, the Industrial Monitoring Coordinator or his/her designee. The incumbent will assist the Industrial Monitoring Coordinator in reviewing industrial compliance reports; reviews Commercial, Small Industrial Residential Users (CSIRU) for potential significant industrial user status and conducts inspections of facilities as required. Other duties include coordination of divisions computer data spreadsheets. The Compliance officer Industrial Waste Inspector performs related work as required.

**TYPICAL WORK ACTIVITIES:**

Travels to various industrial locations throughout the city on a prescribed schedule;  
Locates monitoring stations or control manholes by reference to an appropriate directory of such station, gains access to the station or monitoring point;  
Picks up samples;  
Observes instruments in the station and records observations and other pertinent data and transports samples back to the Wastewater Treatment Plant laboratory;  
Inspects and conducts reviews of industrial users (CSIRU's) to determine SIU vs. non SIU status;  
Corresponds with CSIRU's with respect to compliance requirements;  
Installs and removes composite sampling and flow (measuring) equipment and ensures equipment is in proper operating condition;  
Assists in information and performs compliance monitoring and sewer sampling throughout the City as required and directed by the Industrial Monitoring Coordinator or his or her designee;  
Investigates and reports on violations or reported violations of the NFWB's regulations;  
Conducts industrial compliance reports and data, reviews and assists in compliance actions against non compliant industrial users under direction of the Industrial Monitoring Coordinator;  
Investigates and reports on sewer gas complaints;  
Prepares and transmits written reports;  
Attends compliance meetings with industrial user contacts;  
Performs inspections of monitoring station to assure accuracy and compliance;  
Reviews flow and pH charts for irregularities;  
Develops and updates the divisions computer spreadsheets

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of composite industrial wastewater sampling techniques; good knowledge of proper procedures for obtaining valid samples; good knowledge of the operation of continuous wastewater flow meters and automatic sampling devices; good knowledge of the operation of continuous wastewater flow meters and automatic sampling devices; working knowledge of the simple laboratory practices, tests, techniques, equipment and terminology in the field involved.; Thorough knowledge of safety practices as applied to work in and around industrial sewers and wastewater; ability to read sewer maps and blueprint observant; ability to recognize the malfunction of recorders and other instruments associated with industrial wastewater sampling; ability to evaluate the quality and validity of industrial wastewater samples; ability to read and interpret pH charts and flow charts; ability to carry out detailed oral and written instructions; ability to compile and review compliance reports and data necessary for compliance action against non-compliant industrial users; ability to read, interpret and enforce federal, state and local regulatory standards pertaining to wastewater discharges; ability to compile such data and develop computer programs to organize data and produce comprehensive reports in Excel and Word; physical condition commensurate with the demands of the position.

**GENERAL INSTRUCTIONS TO CANDIDATES**  
(Please read carefully)

*See Reverse Side for General Instructions*

1. COMPLETION OF APPLICATION - A regular application form must be filed for each exam. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.
2. VETERAN AND DISABLED VETERAN CREDITS - Forms for claiming point credits as Veteran and/or Disabled Veteran must be filed with application. Evidence of military discharge (form DD-214) must be presented with this form. You will be allowed the option of waiving these credits after the completion of the examination. For the purpose of claiming veterans credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:
  - World War II - December 7, 1941 to and including December 31, 1946\*\*
  - Korean War - June 27, 1950 to and including January 31, 1955\*\*
  - Southeast Asia Hostilities - February 28, 1961 to May 7, 1975 (Starting date changed per Chapter 179 of Laws of 2006)
  - Lebanon\* - June 1, 1983 - December 1, 1987\*\*
  - Grenada\* - October 23, 1983 - November 21, 1983\*\*
  - Panama\* - December 20, 1989 - January 31, 1990\*\*
  - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)\*\*
  - U. S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952

\*Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.

Disabled Veterans must have been disabled in the actual performance of duty in any war and have a disability rated at 10% or more that exists at the time of application or promotion. (See Veterans Form for additional information.)
3. MILITARY MAKE-UP - Special test arrangements are available for active military members.
4. SPECIAL TEST ARRANGEMENTS - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.
5. INVESTIGATION OF CANDIDATES - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.
6. ADMISSION NOTICES - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of examination. If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 716-286-4313.
7. PASSING MARK - The passing grade in each announced subject of an examination is 70.
8. INTERVIEWS - As an aid in rating training and experience, interviews may be required at a later date.
9. DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and/or your high school diploma must be equivalent to one awarded in the U.S. If your high school diploma, degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
10. APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:
  - A) If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518) 474-6470 or toll-free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date and notify the Niagara Falls Civil Service Commission in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.
  - B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a written request no later than two weeks before the date of the exams. You must notify all jurisdictions at which test site you wish to take your exam(s).
11. 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 exam for original appointment in the same municipality in which his/her parent has served. The parent is deemed to have served in a municipality if he/she was employed by or worked primarily in that municipality. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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.
12. RATING OF EXAMS The written exam 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 New York State Civil Service Rules and Regulations dealing with the rating of exams will be applicable to this written exam.
13. In accordance with Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

#### MINIMUM QUALIFICATIONS

#### **CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAM:**

No credit in a promotional examination shall be granted to any person for time served as a provisional appointee in the position to which promotion is sought. Civil Service Law 52 (1) requires an individual to hold a competitive class position to be eligible for promotional appointment.

#### MINIMUM QUALIFICATIONS: EITHER

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering or applied science with two (2) years experience in industrial process and completion of a course in computers and six (6) months experience in a position involving the use of computers

OR

- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as defined in (A)

OR

- © Any equivalent combination of education, experience and training as defined within the limits of (A) and (B).

**NOTE:** At least two (2) years appropriate experience is required; additional education beyond an Associates Degree cannot be substituted for the two years experience; high school graduation is required; additional experience beyond four (4) years cannot be substituted for high school graduation.

Special Requirements: Eligibles must possess a NYS drivers license prior to appointment.

Use of calculators is Recommended

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

#### **Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

#### **Collection, analysis and interpretation of data**

These questions test for knowledge of the methods and techniques used to gather, evaluate, organize, and interpret various types of technical data, and the fundamental concepts and computations involved in basic statistical analysis.

#### **Wastewater sampling and measurement techniques and devices**

These questions test for knowledge of the principles, practices, techniques and equipment involved in collecting wastewater samples from various sources; properly handling these samples; and testing and analyzing these samples for their physical and chemical components and properties.

#### **Identifying industrial wastes and reviewing results of chemical analyses**

These questions test for knowledge of the principles and practices involved in industrial waste identification and the ability to interpret results of various chemical analyses, including such areas as characteristics and effects of various industrial wastes; sampling, monitoring, and testing techniques associated with industrial waste identification; and analyzing test results.

#### **Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.