

THE MUNICIPAL CIVIL SERVICE COMMISSION EXAM ANNOUNCEMENT FOR
SENIOR INDUSTRIAL WASTE INSPECTOR
NIAGARA FALLS WATER BOARD

EXAM: #70001820 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 supervisory and technical work involving the scheduling and collection of industrial wastewater samples for chemical analysis used as a basis for assessing charges for sewer use and wastewater treatment. The incumbent also oversees the collection of samples for special projects related to the water Board's facilities. The work also involves the coordination of the detection and investigation of sewer ordinance violations with necessary reports and representing the Water Board in court appearances. The work also involves inspecting backflow prevention devices and maintaining the associated records systems. General supervision is received from the Industrial Monitoring Coordinator. Direct supervision is exercised over Industrial Waste Inspectors and other assigned personnel. The Senior Industrial Waste Inspector directs the field activities of the Pretreatment Program and performs related work as required.

TYPICAL WORK ACTIVITIES:

Schedules the collection of samples from various industrial locations throughout the City on a prescribed schedule or for the incident investigations at monitoring stations control manholes;
Gains access to the sample point and oversees the collection of samples;
Observes instrumentation in the monitoring station and records observations and other pertinent data and oversees the transport of samples back to the laboratory by the Industrial Waste Inspectors;
Installs and removes composite sampling and flow measurement equipment;
Insures equipment for monitoring and sampling is in good operating condition;
Assists in the informational surveys as required;
Maintains field equipment inventory purchases;
Investigates and reports on violations reported violations of the NFWB Wastewater Regulations;
Prepares and transmits written reports;
Conducts simple chemical tests in the field as needed;
Conducts plant inspections on a prescribed schedule;
Completes plant inspection report forms;
Assists in records management and required customer notices relating to the Backflow Prevention Maintenance System (BPMS);
Inspects backflow prevention devices and meters to ensure proper operation and maintains records accordingly.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of composite and grab sampling techniques and procedures; working knowledge of industrial production processes with the ability to relate processes to the waste water produced; good knowledge of the operation of continuous waste water flow meters, weirs and automatic sampling devices; thorough knowledge of safe practices as applied to work in and around industrial sewers and waste water; working knowledge of the simple laboratory practices, tests, techniques, equipment and terminology in the field involved; good knowledge of data handling, computer spreadsheets and networked files; ability to read sewer maps and blueprints; working knowledge of backflow prevention devices and the proper inspection thereof; ability to recognize the malfunction of recorders and other instruments associated with industrial waste water sampling; ability to supervise the inspection sampling crews; ability to compile and write reports on investigations; ability to read and interpret pH and other charts; ability to understand detailed written and oral instructions and to write detailed reports; initiative and dependability; physical condition commensurate with the demands of the position.

GENERAL INSTRUCTIONS TO CANDIDATES

(Please read carefully)

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:

See Reverse Side for General Instructions

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 physical science and three (3) years experience in an analytical laboratory, engineering office or related industrial waste inspector experience;

OR

- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) 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 three (3) years appropriate experience is required; additional education beyond an Associates Degree cannot be substituted for the three (3) years experience; high school graduation is required; additional experience beyond five (5) 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.

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.

Understanding and interpreting technical instructions, dimensional drawings, and plans and specifications

These questions test for the ability to read and analyze written technical material, drawings, diagrams, plans and specifications. All the information needed to answer these questions will be provided in the test booklet.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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>.