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**CITY OF MOUNT VERNON  
MUNICIPAL CIVIL SERVICE COMMISSION**

One Roosevelt Square, Room 103  
Mount Vernon, New York 10550  
(914) 665-2357

**EXAMINATION**  
**WATER METER READER**  
**OPEN-COMPETITIVE EXAMINATION #601-730**

**DATE OF EXAMINATION:** SATURDAY, MARCH 6, 2021  
**PLACE OF EXAMINATION:** TO BE ANNOUNCED  
**APPLICATION CLOSING DATE:** FEBRUARY 4, 2021 @ 4:00pm -no exceptions  
**SALARY RANGE:** \$44,998 - \$61,518

At the present time, there is one vacancy in the City of Mount Vernon, Water Department.

**RESIDENCY REQUIREMENTS:** Candidates must be a resident of the City of Mt. Vernon for not less than one year immediately preceding the date of the written examination.

**REQUIREMENTS FOR TAKING THE EXAM:**

- (a) Graduation from high school or possession of an equivalency diploma issued by the New York State Education Department; **PLUS** One year of experience doing some mechanic work and involving extensive dealing with the public.

**SPECIAL REQUIREMENTS FOR APPOINTMENT TO THIS POSITION: Must possess a valid New York State Driver's License.**

**NOTE:** A police record and driving record background check will be performed to ensure compliance with the Public Health Security and Bio-Terrorism Preparedness and Response Act. An authorization to obtain such records must be signed.

**DUTIES:** Under direct supervision, performs work of a routine nature involved in the reading and recording of water meters. Inspects water lines and equipment and investigates complaints of faulty meters and excessive consumption from meters located on the consumer's premises. This position involved considerable contact with the public. It may on occasion involve locating sources of leaks or water waste for consumers. Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Familiarity with construction, operation and maintenance of water meters; familiarity with the operation, care and maintenance of plumbing systems and components; ability to record figures accurately and legibly; ability to make simple arithmetic computations; some knowledge of the keeping of simple records; integrity; honesty; tact and courtesy; ability to communicate both orally and in writing and be able to understand follow simple directions, dependability; neatness of appearance; and physical condition commensurate with the demands of the position.

**SUBJECTS OF EXAMINATION:** The written test will cover knowledge, skills and/or abilities in the following areas:

- 1) NAME AND NUMBER CHECKING;
- 2) ARITHMETIC COMPUTATIONS;
- 3) METER READING.

**EXPANDED SCOPE STATEMENT:**

- 1) **NAME AND NUMBER CHECKING** – These questions test for the ability to distinguish between sets of words, letters and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to make your answers according to a designed code provided in the directions.
- 2) **ARITHMETIC COMPUTATIONS** – These questions test for the ability to perform basic mathematical operations and may include solving problems involving computations in such areas as addition, subtraction, multiplication, division, fractions, decimals and percentages.
- 3) **METER READING** - These questions test for knowledge of proper meter reading procedures and for the ability to correctly and accurately determine the readings on diagrams of various types of scales, gauges, meters and dials.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**CALCULATORS ARE RECOMMENDED FOR THIS EXAMINATION:** DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSISTORS, DICTIONARIES OR ANY SIMILAR DEVICES ARE PROHIBITED.

Candidates are required to attain a final average rating of 70 in order to be eligible to have their name placed on the eligible list established as a result of this examination. Life on the list will be stated at the time the list is established.

**APPLICATION FEE:** A \$25.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR THIS EXAMINATION. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. Only MONEY ORDERS will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. CASH OR CHECKS WILL NOT BE ACCEPTED. Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

**FEE WAIVER INFORMATION:** A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application.

For applications go to the Civil Service Office Monday through Friday from 9:00 am to 4:00 pm or send a stamped self-addressed, legal-sized envelope to the Civil Service Commission, Room 103, City Hall, 1 Roosevelt Square, Mt. Vernon, New York 10550. You may also obtain applications from our website @www.cmvny.com. **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE. Applications received via mail will not be accepted if postmarked after the closing date deadline of FEBRUARY 4, 2021.**

**RELIGIOUS OBSERVERS AND DISABLED PERSONS:** If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

**VETERAN'S CREDITS:** Veterans or disabled veterans who are eligible for additional credits must submit an application for veteran's credits with the application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credit are available in the Civil Service Office. DD214 (Discharge papers must also be submitted). Veteran's credits can only be added to a passing score on the examination.

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 the conditional credit. **NO CREDIT MAY BE GRANTED AFTER THE ESTABLISHMENT OF THE ELIGIBLE 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 received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

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/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 (2) 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.

**ALTERNATE TEST DATE POLICY:** Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing **no later than the Friday before the test date and provide verifiable documentation of the reason.** A determination will be made as to if an alternate test date will be scheduled.

**APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other Civil Service Exams for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the exams at one test site. 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 the State to make the arrangements, no later than two weeks before the test date.

**SPECIAL REQUEST FOR MAKE UP EXAM DUE TO MILITARY DUTY:** A make-up test will be available for written or any other portion of the test for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of a military order, DD214, or any other military document that substantiates active military service prior to the make-up test.

**It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.**

THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER