

**SOUTH DAKOTA DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES**

# APPLICATION FOR OPERATOR CERTIFICATION EXAM

**INSTRUCTIONS TO APPLICANTS:**

Application must be received by the Secretary at least **TWO WEEKS BEFORE THE EXAM DATE**. One exam per application. This application is for exams only-NOT classes. Fax application to 605-773-5286 or email application or mail application to:

Rob Kittay-Board of Operator Certification  
523 East Capitol-Foss Building  
Pierre, SD 57501-3181  
Email: rob.kittay@state.sd.us

**Each application must be accompanied by fee for \$60.00 made out to "DANR".** Fees will not be returned to an applicant who fails an exam. If you fax/email application, please submit fee prior to exam date through the mail. Operator Certification Web Site-<https://danr.sd.gov/OfficeOfWater/DrinkingWater/OperatorCertification/default.aspx>

**GENERAL INFORMATION (Print legibly and fill out completely):**

1. Name \_\_\_\_\_  
Last
First
Middle

2. Home Mailing Address, City, St, Zip \_\_\_\_\_  
 \_\_\_\_\_

Check here if this is a new address.

3. Water System Name(s)/EPA ID # and/or Wastewater System Name(s) \_\_\_\_\_  
 \_\_\_\_\_

4. Phone \_\_\_\_\_ Fax \_\_\_\_\_

5. Email Address \_\_\_\_\_

6. Exam Date \_\_\_\_\_ Location \_\_\_\_\_

Exam Category (Check only one)		Exam Level (Check only one)	
Water Treatment	<input type="checkbox"/>	I	<input type="checkbox"/>
Water Distribution	<input type="checkbox"/>	II	<input type="checkbox"/>
Wastewater Treatment	<input type="checkbox"/>	III	<input type="checkbox"/>
Wastewater Collection	<input type="checkbox"/>	IV	<input type="checkbox"/>
Small Water Treatment	<input type="checkbox"/>		
Small WW System/ Stabilization Pond	<input type="checkbox"/>		

Applicants will receive a confirmation upon receipt of this application by the Secretary. There are education /experience requirements to take exams.

Oper#	Exam #	Score
Cert Date		
Cash	Check	
DENR Use Only		

**EDUCATION AND TRAINING**

Are you a high school graduate? Check one. Yes  No  GED  If no, grade completed \_\_\_\_\_

College/Vo-tech Name	Dates Attended	Major	Date Graduated

List other educational courses completed such as correspondence school, operators' short courses, etc. Give date, name, and location of such courses.

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**WATER/WASTEWATER OPERATION EXPERIENCE**

Present Position Title \_\_\_\_\_ Date Employed \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

Describe in detail your daily duties as related to the exam for which you are applying (Be Specific!) \_\_\_\_\_

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List other job experience which you feel will pertain to your certification qualifications.

Dates	Employer Name/Location	Specific Job Duties Related to Exam Applied For

I hereby certify that this application contains no willful misrepresentations or falsifications, and that the information given is true and complete. I certify that I will not disclose the content, whether specifically or in general, of exam taken. I certify that no exam materials will be taken from the exam room and that all exam materials will be returned at the conclusion of the exam.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR OPERATOR CERTIFICATION EXAM

An application must be completed each time an exam is taken. Type or write legibly. All blanks must be completed as this is the only information that is used to determine if you are eligible to take an exam. If you are taking more than one exam, you must complete additional applications.

**Water/Wastewater System**-Please indicate the name of ALL water and/or wastewater system that you work for. For water systems, also indicate their EPA ID #.

**Exam Date and Location**-Please consult an exam schedule for dates and locations where exams are to be given.

**Exam to be Taken**-You may check only one exam category AND one exam level. If you are going to take more than one exam, a separate application must be completed for each exam to be taken.

**Date Employed**-This must also be completed if you are a volunteer.

**Describe in detail your daily duties as related to the exam for which you are applying**-THIS IS ABSOLUTELY ESSENTIAL FOR YOUR APPLICATION. YOU MUST HAVE WORK EXPERIENCE IN THE CATEGORY OF YOUR EXAM TO TAKE THE OPERATOR CERTIFICATION EXAM. Give an accurate and complete description of the job duties that you perform at your water or wastewater system. If you are taking a water treatment exam, you must describe specific water treatment job duties. For example, do not say "I am a water treatment operator"; but do indicate "I operate and maintain chlorinator and fluoridator, five wells, and filtration plant for the City of Minneapolis. I take water samples, perform lab tests, order chemicals, flush water mains and hydrants, exercise valves, and measure on-site chlorine/fluoride levels." Attach additional sheets as necessary.

### Examples of job duties-

Water treatment - Start up, shut down, and make periodic operating checks of plant equipment such as pumping systems, chemical feeders, auxiliary equipment, and measuring and control systems. Perform preventive maintenance of all equipment. Maintain plant records. Collect samples and perform laboratory tests. Computer data entry. Backwash filters. Make safety checks. Daily cleaning of plant. Monitor wells. Perform well drawdown tests, etc.

Water distribution - Operate and maintain all valves. Maintain and repair fire hydrants. Flush fire hydrants. Collect samples. Maintain distribution records. Perform chlorine tests. Read meters. Maintain and repair meters. Monitor and maintain water storage facilities. Fix and repair water mains and breaks. Routine maintenance of pumps and pumping facilities. Maintain an inventory of spare parts for system, etc.

Wastewater treatment - Daily operation and maintenance of pond system. Transferring wastewater between cells. Discharging wastewater. Dike maintenance. Record keeping. Operate and maintain valves. Sampling and analysis. Checking freeboard. Operate and maintain all mechanical equipment. Erosion control. Seepage control. Control animal activity. Safety checks, etc.

Wastewater collection - Maintain and operate sewers, manholes, and pipelines. Repair sewer breaks. Replacing and repairing lines. Inspecting and/or installing new service connections. Operate and maintain lift stations. Maintain and repair pumps and valves. Record keeping. Safety checks. Operate high-velocity cleaning machines, rodders, and vacuum equipment, etc.

You and your supervisor must sign and date the application. If you are a volunteer worker for a housing association, the president of the association could be your supervisor. Unless you own the system, you do have a supervisor.

You may fax your application to 605-773-5286 to be sure that your application is submitted by the two-week deadline. After faxing an application, you must submit the fee (all exams are \$60.00) by mail before the exam date. Fees may NOT be paid on-site. After your application is received, a confirmation will be sent to the email address or mailing address on the application approximately ten days before the exam date. If you do not receive a confirmation, you need to call Rob Kittay at 605-773-4208.

No cell phones will be allowed in exam room.

Calculators must be simple calculators-no PDA's, laptop computers, cell phone calculators, etc.

Registering for an exam does NOT register you for a class. Likewise registering for a class does NOT register you for an exam.

**DO NOT SUBMIT THESE INSTRUCTION PAGES WITH YOUR APPLICATION!!!**