

HIGHWAY MAINTENANCE SUPERVISOR I (OC)
NYS #68-452 RC/EL #19067

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **May 11, 2019**; Last filing date **March 20, 2019**

VACANCIES: Several in the Town of Clarkstown. The Town of Clarkstown may not be filling some of the positions at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

POSITIONS EXIST IN: Various Towns.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$69,458.00 annually for a 40-hour-work-week with the Town of Clarkstown. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is beginning level supervisory work of a moderately difficult nature requiring the assignment, directing and checking of the work of subordinates in a variety of tasks ranging from unskilled to skilled, necessary for the maintenance and construction of streets and/or roads and other such public facilities. The work may involve the operation of a variety of motor vehicles and participation in various laboring tasks as well as the performance of related work as required. General supervision is received from a supervisor of higher rank or an administrative officer, and technical supervision may be received from an engineer. Direct supervision is exercised over a number of employees. During periods of emergency work employees in this class may be required to work other than normal working hours.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and five years of experience in the maintenance and/or construction of highways.

NOTES:

1. Graduation from an accredited technical institute or community college with an Associate's degree in any applied science such as highway technology may be substituted for three years of experience; other appropriate applied science or engineering schooling may be substituted for experience on a year-for-year basis. Each year of supervisory experience in the maintenance and/or construction of highways will be considered to equal two years of the required experience.
2. Additional highway maintenance or construction experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENT: If duties are to include Motor Equipment Operator assignments, must possess a driver's license appropriate for the size and kind of vehicles to be driven.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than July 11, 2019.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SUBJECT OF WRITTEN EXAMINATION:

1. Highways, drainage facilities, related structures, and snow and ice control - These questions test for knowledge of practices and materials used in the maintenance and repair of highway-related structures and may include such areas as roadway surfaces, shoulders, embankments, drainage materials, guiderails, highway maintenance equipment, and ice and snow removal and control.
2. Safety practices - These questions test for knowledge of, and the ability to, apply safety principles related to public works construction zones, including traffic control, safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.
3. 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.
4. Mechanical devices and tools used in maintenance work - These questions test for knowledge of general mechanical principles and for the ability to identify various types of hand tools and construction equipment and their proper use and maintenance.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

Unless specifically prohibited, 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", "Computers", and any similar devices are prohibited.

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: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 02/25/19