



HIGHWAY MAINTENANCE SUPERVISOR III (PROM)
NYS #79-739 RC/EL #24098

Examination to be held **April 13, 2024**; Last filing date **March 4, 2024**

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/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

PARTICIPATING AGENCIES: Rockland County Highway Department, Town of Clarkstown and Town of Orangetown.
For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is a third level supervisory position involving the planning and coordination of a variety of projects, consisting of work ranging from unskilled to skilled necessary in the maintenance of streets and roads and other public systems and facilities, to provide for the most timely, efficient and economical use of personnel, equipment and materials. General direction is received from a Superintendent of Highways or other public officer. Direct supervision is exercised over a number of first and second level supervisors. During periods of emergency work employees in this class may be required to work other than normal working hours. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS:

1. You must be currently employed by **Rockland County Highway Department** and have one (1) year of permanent competitive class status there as Highway Maintenance Supervisor II within a period of three years immediately preceding the examination date.
2. You must be currently employed by **Town of Clarkstown** and have one (1) year of permanent competitive class status there as Highway Maintenance Supervisor II within a period of three years immediately preceding the examination date.
3. You must be currently employed by **Town of Orangetown** and have either:
 - a) One (1) year of permanent competitive class status there as Highway Maintenance Supervisor II; or
 - b) Two (2) years of permanent competitive class status there as Highway Maintenance Supervisor I within a period of three years immediately preceding the date of the examination.

SPECIAL REQUIREMENT: Possession of a valid driver license appropriate to the size and kind of vehicle to be operated.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

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, guide rails, 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. **Plans, Specifications, and Technical Instructions** – These questions test for the ability to understand, analyze, and perform computations based on technical drawings and written presentations related to public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.
4. **Scheduling Work and Equipment** – These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.
5. **Administrative Supervision** – These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

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>.

Date Issued: 01/26/2024