



HIGHWAY MAINTENANCE SUPERVISOR I (PROM)
NYS #72-361 RC/EL #24094

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: Town of Clarkstown, Town of Haverstraw, Town of Orangetown, and Town of Ramapo. For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

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 for a period of at least one year from the date the list was established.

SALARY: In accordance with the appropriate labor agreement.

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.

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: You must be currently employed by **Town of Clarkstown, Town of Haverstraw, Town of Orangetown or Town of Ramapo** and have two (2) years of permanent status there as Motor Equipment Operator II or Motor Equipment Operator III within a period of three years immediately preceding the examination date.

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. Operation and Preventative Maintenance of Automobiles, Trucks, and Heavy Equipment – These questions test for knowledge of the terminology, troubleshooting techniques, and proper procedures used in the maintenance and operation of motorized vehicles and equipment used in various types of public works projects.
3. 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.
4. 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.

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

Date Issued: 02/06/2024