



ASSISTANT SUPERINTENDENT OF PUBLIC WORKS (OC)
NYS #60000910 RC/EL #25049010

Examination to be held **April 5, 2025**; Last filing date **March 7, 2025**

A \$15 non-refundable application filing fee is required. 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 and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: Town of Ramapo, Village of Spring Valley and Village of Suffern.
Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$79,173 annually for a 40-hour workweek with the Town of Ramapo. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is a supervisory position with the responsibility for assisting the Superintendent of Public Works with public works services and facilities within a municipality. The responsibilities include assisting the Superintendent in coordinating, planning and scheduling a variety of construction projects and public works services, such as maintenance of streets, curbs, sidewalks, storm drainage systems, culverts, sewer and wastewater treatment facilities, etc. General direction is received from the Superintendent of Public Works with considerable leeway for the exercise of independent judgment in completing assigned work projects. Supervision is exercised over a number of employees. The supervisory work also includes recommending hiring, promoting, and disciplining subordinates. During periods of emergency, work may be required during other than normal working hours. May act for and in place of the Superintendent of Public Works in his/her absence. 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: At the time of application submission, you must have:

1. A Bachelor's degree or higher in Civil Engineering or comparable curriculum and one (1) year of street construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory duties.
2. An Associate's degree in Engineering Science, Construction Technology or comparable curriculum and three (3) years of street construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory duties.
3. Graduation from high school or possession of an equivalency diploma and five (5) years of street Construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory duties.

SPECIAL REQUIREMENTS: Possession of a valid driver's license appropriate for the size and type of vehicles operated.

Education Requirements/Transcripts:

If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us; student transcripts are not acceptable. Educational requirements must be met within twelve (12) months from the date of the examination. **Candidates will be required to provide proof of qualifying education within 12 months of exam date in order to be eligible for appointment from a certified list.** You will be restricted from a resulting eligible list until such time as transcripts have been received and reviewed for a determination to confirm whether minimum qualifications have been met. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. Information concerning evaluation of foreign education and training, is available here: <https://www.rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

ALL 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.

SEE NEXT PAGE

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS (OC) #60000910 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Maintenance and Reconstruction of Streets, Sidewalks, and Curbs – These questions test for knowledge of the proper methods, materials, and equipment used in the installation, repair, and upkeep of street surfaces, utility access holes, gutters, catch basins, curbing, and sidewalks, including ice and snow removal and control.
2. Maintenance and Construction of Sanitary and Storm Sewer Systems – These questions test for knowledge of the proper methods, materials, and equipment used in the installation, maintenance, repair, and cleaning of sanitary and storm sewers, catch basins, and related appurtenances; and proper trenching and backfilling procedures.
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. 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.
5. 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>.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 02/19/2025