



**MAINTENANCE SUPERVISOR (AUTOMOTIVE) (OC)**  
**NYS #61130010 RC/EL #25127010**

Examination to be held **June 14, 2025**; Last filing date **May 16, 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:** Clarkstown Central School District, Town of Clarkstown and Town of Orangetown. Some of the agencies/departments listed above may not have vacancies or be filling their vacancies 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 for a period of at least one year from the date the list was established.

**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 \$79,203 annually for a 40-hour workweek with the Town of Orangetown. Salary will be prorated for less than full-time positions. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This is supervisory work that involves the scheduling, direction and training of personnel in the care and upkeep of gasoline and diesel automotive and motor equipment, as well as other internal combustion-powered tools and equipment. Some personal participation in maintenance activities may be required. The work is accomplished in accordance with prescribed policies under the general supervision of a higher-level maintenance supervisor or a program administrator with considerable leeway for the exercise of independent judgment in completing assigned work projects. Supervision is exercised over a number of employees, which may include mechanics, assistant mechanics, welders, body repairers and helpers. 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: Seven (7) years of experience in the maintenance of gasoline and diesel automotive and motor equipment\*, one (1) year of which must have involved the supervision of others.

**NOTE:** An Associate's degree or higher in Automotive Technology or comparable degree or a certificate from a post-secondary vocational school in Automotive Technology or comparable certificate may be substituted for two (2) years of the required work experience involving the maintenance of gasoline and diesel automotive and motor equipment. \*

**SPECIAL REQUIREMENT:** It is the responsibility of the appointing authority to ensure that the incumbent, when assigned to drive equipment on public roadways, possess a valid driver's license appropriate for the kind and size of the vehicles being operated, and when assigned to drive a bus, adheres to all special regulations of the Commissioner of Motor Vehicles and/or Commissioner of Education

\*Time spent as a laborer or trade helper will not be considered qualifying experience.

**SEE NEXT PAGE**

## **MAINTENANCE SUPERVISOR (AUTOMOTIVE) (OC) #61130010 (CONTINUED)**

### **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](mailto:rcexams@co.rockland.ny.us) no later than two (2) months after the last filing date; student transcripts are not acceptable. 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. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

### **Anticipated Eligibility - Age and Educational Requirements:**

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and or education within 12 months of exam date in order to be eligible for appointment from a certified list.

**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.

### **SUBJECT OF WRITTEN EXAMINATION:**

1. Maintenance and Repair of Motor Vehicles – These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.
2. Tools and Test Equipment Used in the Maintenance of Automotive Equipment – These questions test for knowledge of the correct procedures to use when checking, maintaining, and repairing automotive equipment, including the proper and safe use of various tools, instruments, circuit testers, and similar types of mechanical and electrical test and repair equipment.
3. Maintenance and Repair of Mechanically and Electronically Controlled Internal Combustion Engines – These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer-controlled systems.
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 such areas as setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.
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 ALLOWED 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 Employee**

**Date Issued: 04/18/2025**