



MAINTENANCE SUPERVISOR (AUTOMOTIVE) (PROM)
NYS #70038010 RC/EL #25128010

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.

PARTICIPATING AGENCIES: Clarkstown Central School District, 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.

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 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 be currently employed by **Clarkstown Central School District, Town of Clarkstown or Town of Orangetown** and have two (2) years of permanent class status there as an Automotive Mechanic I, Automotive Mechanic II or any equivalent title (e.g. Automotive Mechanic I and Body Repairer, Automotive Mechanic I and Welder, Automotive Mechanic II and Body Repairer) within a period of three (3) years immediately preceding the date of the examination.

NOTE: If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

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

MAINTENANCE SUPERVISOR (AUTOMOTIVE) (PROM) #70038010 (CONTINUED)

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>.

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Date Issued: 04/18/2025