



HIGHWAY MAINTENANCE SUPERVISOR I (PROM)
NYS #70028100 RC/EL #26030010

Examination to be held **April 18, 2026**; Last filing date **March 9, 2026**

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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

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: 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 agencies 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 an entry-level supervisory position responsible for leading and overseeing a work crew engaged in highway, street, road and related public works maintenance and construction activities. The work involves assigning, directing and inspecting tasks ranging from unskilled to skilled labor and includes hands-on participation in field operations and the operation of a variety of motorized vehicles and equipment. The work is performed under the general supervision of a higher-level supervisor or administrator and supervision is provided to others. Employees in this class may be required to work outside normal working hours during emergencies. 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 **Town of Clarkstown, Town of Haverstraw or Town of Orangetown** and have two (2) years of permanent status there as Motor Equipment Operator II or Motor Equipment Operator III within a period of three (3) years immediately preceding the examination date.
2. You must be currently employed by **Town of Ramapo** and have two (2) years of permanent status there as Motor Equipment Operator II or Motor Equipment Operator III, Automotive Mechanic I and Body Repairer or Automotive Mechanic I within a period of three (3) years immediately preceding the examination date.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicles to be operated.

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

HIGHWAY MAINTENANCE SUPERVISOR I (PROM) #70028100 (CONTINUED)

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. 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>.

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