

PLEASE POST CONSPICUOUSLY

ISSUED 2/5/13

STATE EXAM NO. 62846
LOCAL EXAM NO. 1990

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL
County Municipal Center
Fort Edward, New York 12828
Telephone 746-2250

EXAMINATION FOR
HIGHWAY SUPERVISOR I

AN APPLICATION FEE OF \$10.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION

DATE OF EXAMINATION
MAY 11, 2013

APPLICATIONS ACCEPTED UP TO
March 22, 2013

VACANCIES: At present there are three (3) vacancies in the Washington County Department of Public Works, Fort Edward, N.Y. The eligible list established as a result of this examination will be used to fill future vacancies which may occur during the life of the list.

NOTE: A promotion examination is being given in conjunction with this examination. The promotional eligible list will be certified first.

STARTING SALARY: \$17.88/HR

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WASHINGTON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. FOR THIS AND ANY FUTURE VACANCIES A RESIDENCY REQUIREMENT WILL BE MANDATORY. SEE ATTACHED SCHEDULE OF "RESIDENCY REQUIREMENTS FOR FOREMEN."

APPLICATION FEE: There is a **NON-REFUNDABLE FEE of \$10.00** for this examination. **DO NOT SEND CASH.** The required \$10.00 fee must accompany your application. **AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER!** If applying in person, please remit payment directly the Treasurer's office, Building B, 2nd floor.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or public assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

DUTIES: This is a supervisory position involving the construction and maintenance of roads within a designated area. The incumbent is responsible for the efficient and economical use of a work crew, materials and equipment in the various construction and maintenance activities. The work is performed under the general direction of a higher level supervisor with some leeway permitted for the exercise of independent judgment in carrying out assigned duties in accordance with established policies and procedures. Supervision is exercised over a small work crew. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement on or before the date of the written test: Two years of full-time paid supervisory experience in construction and/or maintenance of highways.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

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, guiderails, 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 various public works projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

(OVER)

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HIGHWAY SUPERVISOR I - (Continued)

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.

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 "How to take a written test" helpful in preparing for this test. This publication is available online at: www.cs.ny.gov/testing/localtestguides.cfm

SPECIAL REQUIREMENT: Eligibility for an appropriate class NYS Drivers license at time of application. Possession of license at time of appointment.

NOTICE TO CANDIDATES: USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM. Candidates are permitted to use quiet hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell checkers, personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

VETERANS CREDITS

Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

"In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service, Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must notify Washington County Civil Service Department of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call 746-2250.

WHERE TO APPLY: Obtain Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828. Telephone (518)746-2250. You may also download either application by going online at: www.co.washington.ny.us .

LAST FILING DATE: MARCH 22, 2013

EXAMINATION DATE: MAY 11, 2013

PLACE: To Be Announced

TIME: 8:30 O'CLOCK A.M

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS.

<http://www.co.washington.ny.us>