

# SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

#### OPEN COMPETITIVE EXAMINATION

EXAM TITLE: SUPERINTENDENT OF PUBLIC WORKS (SCOTIA)

VILLAGE OF SCOTIA

THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES

AS NEEDED.

**EXAM NUMBER:** 67-336

**SALARY RANGE:** \$55,000 - \$65,000 (2011-2012)

LAST DATE FOR FILING: MARCH 12, 2012

DATE OF EXAMINATION: APRIL 28, 2012

RESIDENCY REQUIREMENT: IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND APPOINTMENT, CANDIDATES MUST BE LEGAL RESIDENTS OF THE VILLAGE OF SCOTIA OR THE TOWN OF GLENVILLE FOR AT LEAST ONE MONTH.

DUTIES: THIS POSITION EXISTS IN THE VILLAGE OF SCOTIA'S DEPARTMENT OF PUBLIC WORKS AND INVOLVES RESPONSIBILITY FOR OVERSEEING ALL PUBLIC WORK ACTIVITIES INCLUDING AMONG OTHER AREAS, MAINTENANCE OF VILLAGE ROADS AND STREETS, WATER DISTRIBUTION AND SEWER SYSTEMS. THIS POSITION ALSO INVOLVES MONITORING CONTRACTOR COMPLIANCE FOR WASTE COLLECTION AND NEW YORK STATE RECYCLING REQUIREMENTS. THE WORK IS PERFORMED UNDER THE GENERAL SUPERVISION OF THE MAYOR, WITH WIDE LATITUDE ALLOWED FOR EXERCISE OF INDEPENDENT JUDGMENT. DIRECT SUPERVISION IS EXERCISED OVER ALL DEPARTMENTAL STAFF. THE INCUMBENT DOES RELATED WORK AS REQUIRED.

# MINIMUM QUALIFICATIONS: (ON THE DATE OF THE WRITTEN TEST)

- (A) GRADUATION FROM A REGIONALLY ACCREDITED OR NEW YORK STATE COLLEGE OR UNIVERSITY WITH A BACHELOR'S DEGREE AND FOUR (4) YEARS OF EXPERIENCE IN PROJECT MANAGEMENT AND COORDINATION OR A CLOSELY RELATED FIELD; OR
- (B) GRADUATION FROM A REGIONALLY ACCREDITED OR NEW YORK STATE COLLEGE WITH AN ASSOCIATE'S DEGREE AND SIX (6) YEARS OF EXPERIENCE AS DEFINED BY THE LIMITS OF (A) ABOVE; OR
- (C) AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE AS DEFINED BY THE LIMITS OF (A) AND (B) ABOVE.

WHEN COLLEGE EDUCATION IS REQUIRED TO MEET THE MINIMUM QUALIFICATIONS, A COLLEGE TRANSCRIPT (MAY BE AN UNOFFICIAL COPY) MUST ACCOMPANY THE APPLICATION FOR EXAMINATION OR APPLICATION WILL BE DISAPPROVED.

NOTE: APPROPRIATE PART-TIME AND/OR VOLUNTEER EXPERIENCE, WHICH CAN BE VERIFIED, WILL BE ACCEPTED ON A PRORATED BASIS.

AS NO REFUNDS WILL BE MADE OF THE EXAM FEE, YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION STATED IN THE "MINIMUM QUALIFICATIONS" SECTION OF THE EXAMINATION ANNOUNCEMENT, AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED. THE EDUCATION AND EXPERIENCE (INCLUDING THE PERCENTAGE OF TIME SPENT PERSONALLY PERFORMING THE DUTIES OF EACH EMPLOYMENT) YOU INDICATE ON THE APPLICATION WILL BE VERIFIED AND COMPARED TO THE "MINIMUM QUALIFICATIONS" FOR THE POSITION. OMISSIONS OR VAGUENESS WILL NOT BE INTERPRETED IN YOUR FAVOR.

# TOLERANCE POLICY:

CANDIDATES WHO DO NOT POSSESS THE MINIMUM POST-SECONDARY EDUCATIONAL QUALIFICATIONS AS OF THE DATE OF THE EXAMINATION, BUT WHO ARE CURRENTLY ENROLLED IN THEIR LAST SEMESTER LEADING TO POSSESION OF SUCH QUALIFICATIONS, MAY BE ADMITTED TO THE EXAM CONDITIONALLY, WITH FINAL APPROVAL FOR THEIR QUALIFICATIONS BEING GRANTED ONLY UPON SUBMISSION OF THEIR COLLEGE TRANSCRIPT WITHIN SIXTY (60) DAYS OF THE DATE OF THE EXAMINATION.

THE TOLERANCE WILL EXTEND ONLY TO THE ISSUE OF COMPLETING THE MINIMUM POST-SECONDARY EDUCATIONAL QUALIFICATIONS. ALL OTHER MINIMUM QUALIFICATIONS MUST BE MET ON OR BEFORE THE DATE OF THE EXAM.

TO BE APPROVED ON A CONDITIONAL BASIS, THE CANDIDATE MUST PROVIDE THE SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, AT THE TIME OF APPLICATION, A COLLEGE TRANSCRIPT SHOWING THEIR CURRENT STATUS AND PENDING COURSES NEEDED TO COMPLETE THE EDUCATION QUALIFICATIONS. FAILURE TO DO SO WILL RESULT IN APPLICATION DISAPPROVAL.

FAILURE OF THE CANDIDATE TO SUBMIT THE FINAL COLLEGE TRANSCRIPT SHOWING COMPLETION OF THE MINIMUM POST-SECONDARY EDUCATIONAL QUALIFICATIONS WITHIN SAID SIXTY (60) DAY PERIOD **SHALL DISQUALIFY** THE CANDIDATE. FOR THIS EXAMINATION, THE SIXTY (60) DAY PERIOD IS **ON/OR BEFORE JUNE 27, 2012.** 

NOTE: AN UNOFFICIAL TRANSCRIPT WILL BE ACCEPTED WHEN FILING FOR AN EXAMINATION, BUT AN OFFICIAL TRANSCRIPT MAY BE REQUIRED AT TIME OF INTERVIEW OR APPOINTMENT.

SUBJECTS OF EXAMINATION: A WRITTEN TEST DESIGNED TO EVALUATE KNOWLEDGE, SKILLS, AND/OR ABILITIES IN THE FOLLOWING AREAS:

### 1. ADMINISTRATIVE SUPERVISION

THESE QUESTIONS TEST FOR KNOWLEDGE OF THE PRINCIPLES AND PRACTICES INVOLVED IN DIRECTING THE ACTIVITIES OF A LARGE SUBORDINATE STAFF, INCLUDING SUBORDINATE SUPERVISORS. QUESTIONS RELATE TO THE PERSONAL INTERACTIONS BETWEEN AN UPPER LEVEL SUPERVISOR AND HIS/HER SUBORDINATE SUPERVISORS IN THE ACCOMPLISHMENT OF OBJECTIVES. THESE QUESTIONS COVER SUCH AREAS AS ASSIGNING WORK TO AND COORDINATING THE ACTIVITIES OF SEVERAL UNITS, ESTABLISHING AND GUIDING STAFF DEVELOPMENT PROGRAMS, EVALUATING THE PERFORMANCE OF SUBORDINATE SUPERVISORS, AND MAINTAINING RELATIONSHIPS WITH OTHER ORGANIZATIONAL SECTIONS.

# 2. ADMINISTRATION

THESE QUESTIONS TEST FOR KNOWLEDGE OF THE MANAGERIAL FUNCTIONS INVOLVED IN DIRECTING AN ORGANIZATION OR AN ORGANIZATIONAL SEGMENT. THESE QUESTIONS COVER SUCH AREAS AS: DEVELOPING OBJECTIVES AND FORMULATING POLICIES; MAKING DECISIONS BASED ON THE CONTEXT OF THE ADMINISTRATOR'S POSITION AND AUTHORITY; FORECASTING AND PLANNING; ORGANIZING; DEVELOPING PERSONNEL; COORDINATING AND INFORMING; GUIDING AND LEADING; TESTING AND EVALUATING; AND BUDGETING.

# 3. PREPARING WRITTEN MATERIAL

THESE QUESTIONS TEST FOR THE ABILITY TO PRESENT INFORMATION CLEARLY AND ACCURATELY, AND TO ORGANIZE PARAGRAPHS LOGICALLY AND COMPREHENSIBLY. FOR SOME QUESTIONS, YOU WILL BE GIVEN INFORMATION IN TWO OR THREE SENTENCES FOLLOWED BY FOUR RESTATEMENTS OF THE INFORMATION. YOU MUST THEN CHOOSE THE BEST VERSION. FOR OTHER QUESTIONS, YOU WILL BE GIVEN PARAGRAPHS WITH THEIR SENTENCES OUT OF ORDER. YOU MUST THEN CHOOSE, FROM FOUR SUGGESTIONS, THE BEST ORDER FOR THE SENTENCES.

# 4. 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.

# 5. 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.

#### 6. WATER DISTRIBUTION SYSTEMS AND FIRE HYDRANTS

THESE QUESTIONS TEST FOR KNOWLEDGE OF THE PROPER METHODS, MATERIALS, TOOLS AND EQUIPMENT USED IN THE INSTALLATION, TESTING, REPAIR AND OPERATION OF WATERLINES, FIRE HYDRANTS AND RELATED APPURTENANCES, INCLUDING TRENCHING AND SAFETY PRACTICES.

#### 7. MAINTENANCE AND REPAIR OF PARKS AND OTHER RECREATIONAL FACILITIES

THESE QUESTIONS TEST FOR KNOWLEDGE OF THE MATERIALS, PROPER PROCEDURES AND EQUIPMENT USED IN THE INSTALLATION, REPAIR AND OPERATION OF PARK FACILITIES, INCLUDING PLAYGROUNDS; PLAYING FIELDS AND COURTS; AND PICNIC AND OTHER RECREATIONAL AREAS.

# 8. PURCHASING PROCEDURES, COST ESTIMATES AND CONTROLS, AND CONTRACT ADMINISTRATION $% \left( 1\right) =\left( 1\right) \left( 1\right$

THESE QUESTIONS TEST FOR KNOWLEDGE OF PURCHASING PRACTICES; COST ACCOUNTING INCLUDING CALCULATING CONSTRUCTION EXPENSES; INVENTORY CONTROL; CONTRACT PROVISIONS FOR PUBLIC WORKS PROJECTS; AND PROPERLY OVERSEEING PROJECTS TO THEIR COMPLETION.

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 ON LINE AT:

WWW.CS.NY.GOV/TESTING/LOCALTESTGUIDES.CFM

CANDIDATES NOT HAVING ACCESS TO A COMPUTER OR THE WEB MAY OBTAIN A COPY OF THIS PUBLICATION BY CONTACTING THE SCHENECTADY COUNTY CIVIL SERVICE DEPARTMENT USING THE CONTACT INFORMATION GIVEN ELSEWHERE ON THIS ANNOUNCEMENT OR THE EXAM APPLICATION.

USE OF CALCULATORS: IT IS RECOMMENDED THAT CALCULATORS BE USED FOR THIS EXAMINATION. 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.

# APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE

IF YOU HAVE APPLIED FOR ANY OTHER CIVIL SERVICE EXAMINATIONS TO BE GIVEN ON THE SAME TEST DATE FOR EMPLOYMENT WITH NEW YORK STATE OR ANY OTHER LOCAL GOVERNMENT JURISDICTION EXCLUDING NEW YORK CITY, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL THE EXAMINATIONS AT ONE TEST SITE.

IF YOU HAVE APPLIED FOR BOTH <u>STATE</u> AND <u>LOCAL</u> GOVERNMENT EXAMINATIONS, YOU MUST NOTIFY OUR AGENCY, SCHENECTADY COUNTY CIVIL SERVICE, OF YOUR INTENT TO TAKE BOTH A STATE AND A LOCAL GOVERNMENT EXAMINATION. WHEN TAKING BOTH A STATE AND A LOCAL GOVERNMENT EXAMINATION YOU WILL BE REQUIRED TO TAKE ALL YOUR EXAMINATIONS AT A STATE EXAMINATION CENTER. YOU MUST COMPLETE A <u>CROSSFILER FORM</u> INDICATING WHAT EXAMS YOU HAVE APPLIED FOR AND WE WILL NOTIFY NEW YORK STATE CIVIL SERVICE OF YOUR INTENT. YOU WILL BE ADVISED WHEN AND WHERE TO REPORT FOR YOUR EXAMINATIONS.

IF YOU HAVE APPLIED FOR MORE THAN ONE <u>LOCAL GOVERNMENT EXAMINATION</u> WITH MORE THAN ONE <u>LOCAL CIVIL SERVICE AGENCY</u>, YOU MUST NOTIFY EACH CIVIL SERVICE AGENCY TO MAKE ARRANGEMENTS. SCHENECTADY COUNTY HAS A <u>CROSS-FILER FORM</u> WHICH YOU MUST COMPLETE. YOU MUST MAKE YOUR REQUEST FOR THESE ARRANGEMENTS NO LATER THAN <u>TWO WEEKS</u> BEFORE THE DATE OF THE EXAMINATIONS. ON THE CROSS-FILER FORM YOU WILL INDICATE ALL EXAMS YOU HAVE SIGNED UP TO

TAKE AND THE LOCATION YOU WISH TO BE TESTED AT. IF YOU HAVE QUESTIONS REGARDING THIS EXAMINATION CALL (518) 388-4233 OR WRITE TO SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, 620 STATE STREET, SCHENECTADY, NY 12305.

SEE GENERAL CONDITIONS ATTACHMENT

**DATE RELEASED:** 2/14/2012