

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Highway Crew Supervisor

**EXAM NO:** 61902

**SALARY:** \$23.02/hour - 2017 Hire Rate

**EXAM DATE:** 10/28/17

**ISSUE DATE:** 09/13/17

**THE FINAL DATE TO FILE APPLICATIONS:** 09/28/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/29/17

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Highway Crew Supervisor located at the Tompkins County Highway Department. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list. Non-competitive class employees will be admitted in accordance with section 52-12 of civil service law. A Promotional examination is being held in conjunction with this Open Competitive examination. Preference in appointment will be given to eligible promotion candidates.

### **MINIMUM QUALIFICATIONS:**

Two years of Supervisory experience in the construction and/or maintenance of highways in such areas as drainage, earthwork, paving, surface treatment, shoulder stabilization.

### **SPECIAL REQUIREMENT:**

Effective April 1, 1992, possession of a New York State CDL, Class A or B license and valid for Air Brakes with Tank Endorsements (N) is required at the time of application.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for supervising the work of highway crew(s) composed of Heavy Equipment Operators, Motor Equipment Operators, Sign Mechanics, Welders, and Laborers engaged in the maintenance of highways, bridges and adjacent areas and participating in highway maintenance activities of a physical nature including the operation of highway construction and motorized equipment. The work involves exposure to all kinds of weather conditions. The work is performed under the general supervision of the Senior Highway Crew Supervisor. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes individual work assignments to crew member based on priorities set by others and the abilities of individual crewmembers;

Orally instructs crewmembers in the activities and tasks to be performed and answers their questions concerning work procedures;

Provides and explains work order or documentation and any attached plans or instructions;

Observes work in progress and that which is completed to insure adherence to instructions, guidelines and schedules;

Maintains written records of work performed and materials and labor used;

Operates a variety of road, building and construction equipment included rollers, tractors, loaders, sweepers, trucks, sanders, snow plows, bulldozers, pavers;

Patrols and inspects highway and adjacent areas within geographical area to determine condition and maintenance needs as assigned or in compliance with work order guidelines; Supervises and participates in snow and ice control activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of methods, materials, tools and terminology used in the construction and maintenance of bridges, roads and adjacent area, including snow and ice control;

Good knowledge of safety precautions used in highway and bridge construction and maintenance ;

Ability to read and interpret plans and specifications;

Ability to supervise the work of others;

Ability to understand and follow oral and written instructions;

Ability to give clear and concise oral instructions;

Ability to prepare written reports of materials, equipment and labor used;

Ability to make arithmetic computations involving counting, addition, subtraction, division, multiplication, fractions, and basic algebra;

Ability to use and operate a variety of hand and power tools and both self-propelled and stationary mechanized equipment;

Willingness to work in adverse weather;

Willingness to respond to emergencies and work overtime;

Dependability;

Initiative;

Resourcefulness;

Good judgment;

Physical condition commensurate with the demands of the position.

**Complete Scope of the examination and Expanded subtest descriptions:**

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. Operation and preventative maintenance of automobiles, trucks and heavy equipment

These questions test for knowledge of the terminology, troubleshooting techniques and proper procedures used in the maintenance and operation of motorized vehicles and equipment used in various types of public works projects.

3. Safety practices

These questions test for knowledge of and the ability to apply safety principles related to construction and maintenance work zones, including traffic control, the safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.

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.

5. Understanding and interpreting plans, specifications, and technical instructions

The questions test for the ability to comprehend, analyze, and perform computations based on technical drawings and written presentations related to construction and maintenance projects. All the information needed to answer the questions will be provided in the written material and/or drawings.

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](http://www.cs.ny.gov/testing/localtestguides.cfm)

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850