

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

TITLE: Senior Highway Crew Supervisor

EXAM NO: 61061

SALARY: \$27.34 per hour - 2019 Hire Rate

LOCATION: Tompkins County Highway Department

EXAM DATE: 05/11/19

ISSUE DATE: 03/21/19

THE FINAL DATE TO FILE APPLICATIONS: 04/05/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 05/12/19

RESIDENCY WAIVED

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 Senior Highway Crew Supervisor located at the Tompkins County Highway Department. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

Four 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 Supervisors and 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

incumbent will perform all related duties as required. Responsible for completion of all work and service orders in compliance with master time plans, specifications and quality standards established by engineering and management.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives work order and service order assignments from the engineering staff.
- Schedules daily work projects and makes work assignments to Highway Crew Supervisors and crew members Orally instructs Highway Crew Supervisors and crew members in the activities and tasks to be performed and answers their questions concerning work procedures;
- Provides and explains work orders 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;
- Insure all staff are fully employed and productive throughout the entire work day.
- Maintains written records of work performed and materials and labor used;
- Operates a variety of road, building and construction equipment including 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.
- Responsible for personnel performance reviews, evaluations, and discipline under the supervision of the Highway Manager

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 understand, operate and supervise road paving equipment to achieve construction of pavements that meet written specifications
- 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 read
- Ability to prepare written reports of materials, equipment and labor used;
- Ability to make arithmetic computations involving counting, addition, subtraction, division, multiplication, and fractions
- Ability to use and operate a variety of hand and power tools and both self-propelled and stationary mechanized equipment;
- 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.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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Complete Scope of the examination and Expanded subtest descriptions:

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. 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.

3. Bridge reconstruction, maintenance, and repair

These questions test for knowledge of the proper methods, materials, and equipment used in the upkeep of bridges and bridge abutments and may include such areas as concrete and pavement maintenance, steel maintenance including sandblasting, painting, and welding, appropriate environmental and worker protection safeguards, and snow and ice removal and control.

4. 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.

5. 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.

6. 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 setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

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: <https://www.cs.ny.gov/testing/testguides.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