

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: Transportation Supervisor

EXAM NO: 60877

SALARY: Depend upon location: Groton Central School - \$25.00 per hour (base hourly rate)

EXAM DATE: 06/01/19

ISSUE DATE: 04/10/19

THE FINAL DATE TO FILE APPLICATIONS: 04/25/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/02/19

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 WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is one anticipated vacancy in the title of Transportation Supervisor located at Groton Central School. 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.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** four years of full time paid (or equivalent part time and/or volunteer) experience in bus driving that must have included one or more of the following: transportation department business operations, scheduling, dispatching, automotive repairs or maintenance, etc.

SPECIAL REQUIREMENTS:

If the position involves the operation of a school bus, then the following special requirements apply:

Possession of the appropriate level New York State Driver's License at time of appointment; **AND**

(a) Candidates must also satisfy the requirements for school bus driver as set forth in the rules and regulations of the New York State Commissioner of Education, State Education Law and the Vehicle and Traffic Law;

(b) Possession of Chapter 19A certification where required by the school district;

(c) Possession of certification as a bus driver trainer where required by the school district.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent of this position is responsible for the overall administration of a school district's transportation system to assure safe, efficient, and economical operation and maintenance. The transportation supervisor acts as a liaison between the transportation department staff and parents, students, teachers and school administrators to ensure its smooth running. Supervision is exercised over the work of bus drivers, automotive mechanics and other Transportation Department personnel. The work is performed under the general supervision of the Superintendent of Schools or assigned designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Prepares and implements department rules and regulations;
- Maintains liaison with parents, students, teachers and school administrators;
- Supervises and evaluates transportation department personnel;
- Receives, reviews and resolves any complaints regarding service;
- Oversees and assists in the enforcement of rules of behavior that apply to student riders and refers serious problems to a principal;
- Reviews all bus routes, stops, loads and scheduling of buses to obtain optimum efficiency;
- Interviews all transportation department staff applicants and recommends candidates for hire to the superintendent;
- Maintains time records of subordinates for payroll purposes;
- Prepares tentative budget proposals;
- Prepares reports which includes costs of operating each bus on the basis of expense for gasoline, oil, grease, parts, labor, etc.;
- Approves all transportation purchases and bills;
- Confers with the automotive mechanics regarding automotive purchases;
- Prepares state transportation reports;
- Keeps a daily record of mileage and number of students carried;
- Supervises arrangements for special trips;
- Attends various meetings as a representative of the Transportation Department;
- Monitors weather and road conditions in order to make recommendations to the superintendent as to when the fleet should be grounded.
- May operate a school bus.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of school district transportation methods and operations;
- Good knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioners of Education and Motor Vehicles;
- Good knowledge of the geography of the school district;
- Good knowledge of the general repairs required for school transportation equipment;
- Good knowledge of business arithmetic and English;
- Working knowledge of automotive repair methods and the terminology and tools of the trade;
- Ability to carry out complex oral and written directions;
- Ability to plan, supervise, and evaluate the work of others;
- Ability to keep records and prepare reports;
- Tact, good judgment, and dependability are all required traits;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Complete Scope of the examination and Expanded subtest descriptions:

1. Bus driving practices, techniques and traffic laws

These questions test for knowledge of the principles and practices involved in the proper and safe operation of passenger buses; and the rules and regulations of the New York State Motor Vehicle and Traffic Law governing passenger bus operation, highway safety, and rules of the road.

2. Bus driver recordkeeping and scheduling

A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:

a. Follow written directions to understand the purpose and use of the record, and to understand the question; b. Make correct entries in appropriate sections of the record; c. Identify which entries are required to answer the question.

A knowledge of bookkeeping, account keeping, or other technical information or terminology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

3. Customer service

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

4. Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

5. 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.

6. 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.

7. School Transportation management

These questions test for knowledge of the principles and practices involved in managing a school transportation system including regulations of the New York State Departments of Education, Motor Vehicles, and Transportation covering the operations, personnel, and equipment involved in school transportation programs.

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: <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