



Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

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County Executive

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Monroe County Department of Transportation

P-71122

General Foreman

Application Fee:	None
Examination Date:	April 28, 2012
Application Deadline:	March 5, 2012 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
Who May Apply:	Qualified employees of the Monroe County Department of Transportation
Salary:	\$37,956 – \$48,615 annually
Employment Opportunities:	<p>The Monroe County Department of Transportation has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.</p> <p>The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.</p>

An open-competitive exam is also being offered for qualified applicants.

Minimum Qualifications:

Candidates must be permanently employed in the non-competitive class in the **Monroe County Department of Transportation** and must have served continuously on a permanent basis for **twenty-four (24) months** holding the position of **Senior Highway Maintenance Mechanic** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Description of Duties:

This position is responsible for reviewing and coordinating highway and bridge construction, maintenance, and repair activities for the Department of Transportation. Activities include investigating, prioritizing and recommending repair work for service requests and other highway/culvert/bridge maintenance work. This position coordinates the manpower and equipment necessary to accomplish the work and coordinates with other county, state and town personnel. The employee reports directly to, and works under general supervision of a senior level employee. General supervision is exercised over subordinate staff.

Scope 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

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**General Foreman, P-71122
(Monroe County Department of Transportation)**

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. 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.

3. Highways, drainage facilities, related structures, and snow and ice control

These questions test for knowledge of 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.

4. 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, and appropriate environmental and worker protection safeguards.

5. 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.

6. 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.

7. 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 provided in the written material and/or drawings.

8. 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.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Seniority:

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year	0 Points
1 year up to 6 years	1 Point
Over 6 years up to 11 years	2 Points
Over 11 years up to 16 years	3 Points
Over 16 years up to 21 years	4 Points
Over 21 years up to 26 years	5 Points

Seniority points will be calculated at the time of examination.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: February 13, 2012