



Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

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County Executive

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Director

Monroe County Department of Aviation

P-72243

Airport Operations Supervisor

Application Fee:

None

Examination Date:

December 6, 2014

Application Deadline:

October 16, 2014 – 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 Aviation

Salary:

\$40,951 – \$52,498 annually

Employment Opportunities:

The **Monroe County Department of Aviation** has **two (2)** 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.

The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

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

Minimum Qualifications:

Candidates must be permanently employed in the non-competitive class at the **Monroe County Department of Aviation** and must have served continuously on a permanent basis for **twenty-four (24) months** holding the position of **Senior Motor Equipment Operator** or **thirty-six (36) months** holding the position of **Motor Equipment Operator** 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 is a supervisory position located at the Monroe County Department of Aviation, Greater Rochester International Airport, responsible for the safe and orderly movement of passengers and aircraft through the airport environment, and for supervising and participating in the routine operation, repair, and maintenance of physical facilities. Work is performed in close cooperation with other airport units to provide overall service to tenants, pilots and the public. This position is distinguished from Senior Airport Operations Supervisor in that the incumbent does not have responsibility for managing and planning airfield support efforts. The employee reports directly to, and works under the general supervision of a higher level staff member. General supervision is exercised over Motor Equipment Operators, Laborers and other staff.

Scope of Examination:

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

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PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer

**Airport Operations Supervisor, P-72243
(Monroe County Department of Aviation)**

1. Airport operation, including government rules and regulations

These questions test for knowledge of the principles and practices involved in operating an airport and may include such areas as proper runway marking and lighting; aircraft handling and runway traffic control; airport control tower communications and procedures; and federal regulations governing airport operations.

2. Maintenance and repair of airport facilities

These questions test for knowledge of the principles and practices involved in maintaining and repairing airport facilities; and may include such areas as runway, hangar, building, and grounds inspection, upkeep and repair; safety and security procedures related to maintaining airport facilities; and prioritizing maintenance and repair projects.

3. Servicing and handling aircraft

These questions test for knowledge of the principles and practices involved in the safe servicing and handling of aircraft; and may include such areas as properties of aircraft fuels and proper aircraft fueling procedures; safe movement of aircraft service vehicles; and proper procedures for securing aircraft at an airport.

4. Airport snow and ice removal

These questions test for knowledge of the principles and practices involved in snow and ice control and removal at airport facilities; and may include such areas as proper procedures to follow in maintaining snow or ice control on runways and on adjacent airport roadways; the proper equipment, materials, and techniques to use in various types of snow and ice control and removal situations; and safe operating practices.

5. Maintenance and repair of airport lighting systems, including safety

These questions test for knowledge of the principles and practices involved in maintaining and repairing airport runway and adjacent area lighting systems; and may include such areas as required runway marker lights; typical electrical circuit wiring and fixtures for airport lighting systems; inspection, maintenance, and repair procedures for airport lighting systems; and safety requirements for airport lighting systems.

6. Supervision and training

These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

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 **ALLOWED** 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.

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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.

Candidates taking more than one (1) exam in the same exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

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: September 26, 2014