



CITY OF TONAWANDA CIVIL SERVICE COMMISSION

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William Sheldon, Chairman

Jeff Brzyski, Commissioner

Jan Bodie, Commissioner

Monica Ljiljanich, Executive Secretary

THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES A PROMOTIONAL EXAM

Public Works Foreman

No. 78227

Salary Range: \$66,520-\$77,940

DATE OF EXAMINATION: October 28, 2017

LAST DATE TO FILE APPLICATION: September 5, 2017

APPLICATION FEE: There is a \$12.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

MINIMUM QUALIFICATIONS:

- a.) Graduation from high school or possession of a High School Equivalency Diploma with two (2) years permanent service in a title or titles assigned to the non-competitive class as follows: Senior Automotive Mechanic, Group Leader, Senior Recreation Maintenance Worker, Senior Parks/REC Maintenance Worker, Electrical Operator **AND** two (2) years permanent service in the Highway Department, **OR**
- b.) four (4) years permanent service as Motor Equipment Operator.

SPECIAL REQUIREMENT: Possession of a valid Class B or higher Commercial Driver's License issued by the State of New York at time of appointment and maintained for duration of employment. Must be a City of Tonawanda resident at the time of appointment and must remain a resident during tenure in this position.

GENERAL STATEMENT OF DUTIES: Has charge of various public works activities including the assignment of work, granting of leave time, the collection of refuse and recycling; maintenance, repair and cleaning of streets; maintenance and repair of sewers; brush and leaf collection; snowplowing, snow removal and salting; handles phone inquiries and citizen complaints, dispatching; does related work as required.

SUBJECTS OF EXAMINATIONS: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Maintenance and reconstruction of streets, sidewalks and curbs** These questions test for knowledge of the proper methods, materials and equipment used in the installation, repair and upkeep of street surfaces, utility access holes, gutters, catch basins, curbing and sidewalks, including ice and snow removal.
2. **Maintenance and construction of sanitary and storm sewer systems** These questions test for knowledge of the proper methods, materials and equipment used in the installation, maintenance, repair and cleaning of sanitary and storm sewers, catch basins and related appurtenances; and proper trenching and backfilling procedures.
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; maintain 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 on line at: www.cs.ny.gov/testing/localtestguides.cfm

Use of calculators is RECOMMENDED. Unless otherwise notified, candidates are permitted to use quiet, hand-held 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.

SENIORITY POINTS will be added to an eligible score at .2 points per year.

This exam will be 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 will apply to this examination.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. If you have applied for both STATE and LOCAL government examinations, you must make arrangements to take all of your examinations at the STATE examination center by cross-filing with the local municipality no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination(s).

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application or who have prior commitments that conflict with the exam should send requests for an alternate test date to the Civil Service Commission as soon as possible before the test date.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application, but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again, with one exception: if a non-disabled veteran used veteran's credits to obtain an appointment or promotion with New York State or a local government AND subsequent to such use, he/she was determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, then he/she shall be entitled to apply for and use 10 credits on NYS and local open competitive and promotional exams, minus the number of non-disabled credits he/she had previously used.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 a firefighter or police officer killed in the line of duty 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.

APPLICATIONS ARE AVAILABLE AT THE CIVIL SERVICE OFFICE located at 200 Niagara Street, Tonawanda, NY 14150, or online at http://www.tonawandacity.com/residents/civil_service.php#.WXC5YP3rsdk. A separate application must be submitted for each separately numbered examination for which a candidate wishes to apply.

The City of Tonawanda is an equal opportunity employer

LETTER WILL NOTIFY CANDIDATES OF EXAMINATION TIME AND LOCATION.

Issued: July 26, 2017