



Department of Human Resources & Civil Service

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Belmont, New York 14813
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Allegany County is temporarily waiving all examination fees for exams being administered between January 1, 2024 and December 31, 2025

EXAMINATION TITLE: Director of Public Works NUMBER: 61563
OPEN COMPETITIVE SALARY: \$70,000-\$81,235 annually
EXAMINATION DATE: April 13, 2024 *

Applications must be received in this office by 4:00 PM March 6, 2024 or be postmarked with that date.

*Please contact this office if you do not receive your admission notice within three days of the examination date.

Vacancies: The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur within the Village of Wellsville.

Candidates must have been legal residents of Allegany County or an adjoining county (Wyoming, Livingston, Steuben, Cattaraugus, McKean, and Potter Counties) for at least one month immediately preceding the date of the written examination. Preference may be given to residents of Allegany County or a political subdivision of Allegany County.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. INCOMPLETE APPLICATIONS MAY BE DISAPPROVED. For further information/application forms, contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 - Phone 585-268-9212.

ATTENTION CROSS-FILERS: ADDITIONAL REQUIREMENT:

-If you have applied for both State and Local government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.

-If you have applied for other Local government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You must also 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 exams. The Cross-Filing Form may be found on our website at: http://www.alleganyco.gov, click on Human Resources/Civil Service at the website.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college of university with a Bachelor's degree* in Civil Engineering, and two years of experience inspecting, or supervising civil engineering projects: or
B. Graduation from a regionally accredited or New York State registered college of university with an Associate's degree* in Civil Engineering Technology, or a closely related field, and four ears of civil engineering experience, including at least two years of inspecting, or supervising civil engineering project: or
C. Graduation from high school or possession of a high school equivalency diploma, and six years of civil engineering experience, including at least two years of inspecting, or supervising civil engineering projects; or
D. An equivalent combination of training and experience as defined by the limits of A, B, and C

* Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

DUTIES:

The work involves overseeing the maintenance and extension of streets and roads, the collection and disposal of refuse, water and wastewater collection and treatment and electric service in the Village. Duties are performed under the general direction of the village board with leeway allowed for the use independent judgment in carrying out department activities. General supervision is exercised over subordinate department personnel. The Director of Public Works does related work as required.

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

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 and control.

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.

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.

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.

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.

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 their 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.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:
<https://www.cs.ny.gov/testing/testguides.cfm>.

Religious Observers – Disabled Persons: If special arrangements for testing are required, please indicate this on your application form.

VETERANS OR DISABLED VETERANS desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veterans' credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY - In conformance with section 85-a of the Civil Service Law, 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.

CALCULATORS ARE RECOMMENDED Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **You will not be permitted to use the calculator function of your cell phone or smart watch.**

This written exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

ISSUED: February 6, 2024

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This announcement is also available on the Internet at: <http://www.alleganyco.gov>, click on Human Resources/Civil Service at the website.