Columbia County Civil Service Commission announces an open competitive (open to the public) examination for:

**Director of Highways**

#67013

Administration of an exam does not imply a vacancy exists

**Date of Examination:** May 11, 2019

**Last Filing Date:** April 4, 2019

**Filing Fee:** Fee for this examination is $15.00

PERSONAL CHECKS ARE NO LONGER ACCEPTED

(See reverse side for instructions)

**Residency:** Candidates must be a resident of Columbia County at the time of examination and for four (4) months prior to the date of the exam.

**Location:** To be announced.

**Vacancy:** The eligible list established from this examination will be used to fill vacancies as they occur in the Columbia County Highway Dept. ONLY.

**Salary:** $90,000.00 - $95,000.00

**Duties of the position:** This is a supervisory position involving planning, coordinating and reviewing activities in the construction and maintenance of County Roads. The incumbent is responsible for the efficient and economical use of work crews, materials and equipment in various construction and maintenance activities. Candidate will report to the Commissioner of Public Works OR the Public Works Committee with wide leeway for independent judgment in the planning and methods of activities. Supervision is exercised over the Assistant General Foreman and other members of the Highway Department when necessary. Does related work as required. Typical work activities: plans and supervises the maintenance and repair of County Roads; performs road inspections to determine need for construction of maintenance; schedules and prioritizes maintenance and construction projects; visits work sites to check progress and assist in resolving problems; assists in the preparation of annual highway budget; attends educational seminars regarding health & safety precautions, methods & materials used in construction/maintenance activities; reviews or completes employee performance evaluations, administers disciplinary actions when necessary; prepares and maintains activity cost and progress records and narrative reports; explains highway work plans to property owners. Full performance, knowledge, skills, abilities and personal characteristics are expected of candidates. Thorough knowledge of methods, materials, tools and terminology used in the construction and maintenance of roads including snow and ice removal; thorough knowledge of safety precautions used in highway construction and maintenance; good knowledge of the geographic area of Columbia County and past history of weather and storm damage locations; working knowledge of the theory and practice of budgets and financial record keeping; ability to plan, organize and direct the work of others; ability to give clear and concise oral instructions; ability to maintain budgeting, cost and material records and prepare reports; ability to prepare narrative reports and projects proposed and in progress; ability to make arithmetic computations involving counting, addition, subtraction, division, multiplication and fractions; ability to establish and maintain relationships with other units and departments within the County, the public and officials of other municipalities; willingness to respond to emergencies and work overtimes; willingness to work outside in adverse weather conditions; manual dexterity and physical condition commensurate with the demands of the position.
GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during OFFICE HOURS ONLY Monday – Friday 8:00 am – 4:00 pm or via United States Postal Service Mail...Applications postmarked on the last filing date will be accepted. Applications received/postmarked after the last filing date will not be accepted, including those sent via Columbia County inter office mail. Faxed Applications will not be accepted.

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran’s credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit.

“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 further credit eligibility. However, no credit may be added after the eligible list has been established.”

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a Change of Address Notification Form (available @ Civil Service or @ www.columbiacounty.ny.com) and all supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed. No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS 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 preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: 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, cell phone calculators or any similar devices are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced.

FILING FEES: A filing fee, as indicated on the front, will be required at time of application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change is preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED. Credit Cards are accepted, when paying in person, with a 2.35% charge plus an additional dollar.

APPLICATION WAIVER FEE: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ www.columbiacounty.ny or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications prior to or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: 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 Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.

Columbia County – An Equal Opportunity Employer
Minimum Qualifications: (ON OR BEFORE LAST FILING DATE)

a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s Degree in Civil Engineering or closely related field and six years work experience in highway and bridge design and construction, three years of which shall have been in an administrative or supervisory capacity; OR

b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree in Construction Technology, Engineering Science or closely related field and eight years work experience in highway and bridge design and construction, three years of which shall have been in an administrative or supervisory capacity; OR

c) An equivalent combination of training and experience as defined by the limits in (A) and (B).

Series Name: Public Works

Subjects 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 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 practices and materials used in the maintenance and repair of highway-related structures and may include such areas as roadway surfaces, shoulders, embankments, drainage materials, guiderails, 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, appropriate environmental and worker protection safeguards, and snow and ice removal and control.

5. 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.

6. Purchasing procedures, cost estimates and controls, and contract administration
These questions test for knowledge of purchasing practices; cost accounting including calculating construction expenses; inventory control; contract provisions for public works projects; and properly overseeing projects to their completion.

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 online at: https://www.cs.ny.gov/testing/testguides.cfm

Use of calculator RECOMMENDED

COLUMBIA COUNTY – AN EQUAL OPPORTUNITY EMPLOYER