

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
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Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 68-220 SENIOR AIRPORT MAINTENANCE MECHANIC

VACANCIES: At present, two vacancies exist with the Jefferson County Airport

SALARY: \$18.15/hr. {2017 rate}

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. A promotion examination is being held in conjunction with this examination. The list resulting from the promotion examination will be used before the list established from the open-competitive examination. Candidates appearing on the promotion list will not appear on the open-competitive list.

LAST FILING DATE: September 29, 2017

EXAMINATION DATE: November 18, 2017

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A. Three (3) years of experience in one or more of the standard building trades such as carpentry, electrical, plumbing, etc., involving the operation of motor equipment; OR
- B. Four (4) years of experience in building and grounds maintenance activities involving the operation of motor equipment; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Appointees will be required to possess an appropriate level license to operate a motor vehicle in New York.

EXAMPLES OF WORK: (illustrative only)

Supervises and participates in grounds maintenance, carpentry, electrical, masonry, janitorial, and painting duties;

Supervises and assists in the routine maintenance and repair of grounds and buildings;

Supervises and participates in the maintenance and repair of airport service vehicles;

Conducts regular inspections of airfield runways, taxiways, lights, and security;

Operates firefighting and rescue vehicles and apparatus;

Participates in crash-fire-rescue training;

Responds to crash-fire-rescue calls;

Enforces safety and security regulations;

Trains employees in the use of fire equipment, first aid safety equipment, and operation of motor equipment;

Performs routine and emergency repairs on all airport vehicles;

Maintaining fuel and airport records and forwards reports of activities;

Operates snow and ice removal vehicles and equipment;

Fuel aircraft as required;

Take delivery of fuel, inspect fuel upon arrival, check the condition of the trailer interior, and confirm gallons of product on board;

Operates a variety of tools and equipment such as chainsaw, welder, paint sprayer, drill, and grinder.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. 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.

2. Mechanical and electrical repairs

These questions test for knowledge of the principles and practices involved in maintaining and repairing various types of mechanical and electrical equipment, and may include such areas as minor building maintenance, plumbing and sanitary system maintenance, heating, ventilating, and electrical system maintenance, and prioritizing maintenance and repair work.

3. Operation and maintenance of heavy motor vehicle equipment

These questions test for knowledge of the operating characteristics of various types of heavy motor vehicle equipment, and the proper safety, operating, maintenance, and repair procedures to use when working with heavy motor vehicle equipment.

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; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: 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. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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