

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
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. 65-544 TRANSPORTATION SUPERVISOR

VACANCIES: At present, one vacancy exists with Indian River Central School, one vacancy with South Jefferson Central School and one vacancy with General Brown Central School. This list may be used to fill vacancies as they occur, in other jurisdictions.

SALARY: \$75,000 - \$86,000/yr. (Indian River)
\$72,000 - \$76,000/yr. (South Jefferson)
\$70,000 - \$80,000/yr. (General Brown)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment. This list may be used to fill future vacancies as they occur in other jurisdictions.

LAST FILING DATE: **October 20, 2023**

EXAMINATION DATE: **December 2, 2023**

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:

Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Three years of managerial experience in the administration or direction of a large transportation operation, which shall have involved the supervision of employees engaged in the maintenance and repair of automotive equipment, or the supervision of operators of multi-passenger vehicles; OR
- (b) Five years of experience in the maintenance and repair of automotive equipment, one year of which shall have been in a supervisory capacity; OR
- (c) Five years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment, one year of which shall have been in a supervisory capacity; OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENTS: Candidates will be required to possess the appropriate level New York State driver's license at the time of appointment.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Establishes routes to be followed by various drivers;
Prepares time schedules for buses;
Supervises service, maintenance, and repair of all school district vehicles;
Writes specifications for all new vehicles and equipment;
Schedules road tests and training for new drivers;
Assigns substitute Bus Drivers for all extracurricular trips;
Supervises loading and recommends stopping places for buses;
Assists in the preparation of State transportation reports and maps of bus routes;
Keeps a daily record of mileage and number of pupils carried;
Makes out periodic reports which include cost of operating each bus on the basis of expenses for gasoline, oil, grease, anti-freeze, parts, labor wages, storage or rental, and other expenses;
Approves all purchases of parts and materials;
Arranges for all special trips including those for athletic teams;
Maintains time records of Bus Drivers for payroll purposes.

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

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.

Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

Bus driving practices, techniques and traffic laws

These questions test for knowledge of the principles and practices involved in the proper and safe operation of passenger buses; and the rules and regulations of the New York State Motor Vehicle and Traffic Law governing passenger bus operation, highway safety, and rules of the road.

Bus driver recordkeeping and scheduling

A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:

a. Follow written directions to understand the purpose and use of the record, and to understand the question; b. Make correct entries in appropriate sections of the record; c. Identify which entries are required to answer the question.

A knowledge of bookkeeping, account keeping, or other technical information or technology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

School transportation management

These questions test for knowledge of the principles and practices involved in managing a school transportation system, including regulations of the New York State Departments of Education, Motor Vehicles, and Transportation covering the operations, personnel, and equipment involved in school transportation programs.

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.

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>

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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