

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**[www.co.jefferson.ny.us](http://www.co.jefferson.ny.us)**

Valerie M. Nugent  
Director of Human Resources

**\* A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION  
PLEASE USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE**

**PROMOTION EXAMINATION  
FOR  
NO. 74-666 SENIOR AIRPORT MAINTENANCE MECHANIC**

**CANDIDATES MUST BE PERMANENTLY EMPLOYED WITH THE JEFFERSON COUNTY AIRPORT AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT BASIS AS AN AIRPORT MAINTENANCE MECHANIC II FOR ONE YEAR OR AS AN AIRPORT MAINTENANCE MECHANIC FOR TWO YEARS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**VACANCIES:** At present, one vacancy exists with the Jefferson County Airport

**SALARY:** \$24.13 – 29.95/hr. (2024 Rate)

**LAST FILING DATE: December 22, 2023**

**EXAMINATION DATE: February 10, 2024**

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

**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:

**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.

**Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

**Maintenance and repair of airport facilities**

These questions test for the 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.

**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.

**Seniority** - Points will be added to an eligible score as follows: One point for each creditable five-year period

**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.

Issued: 11-22-23