

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**www.jeffersoncountyny.gov**

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. 74135-010 AUTOMOTIVE MECHANIC FOREPERSON**

**CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE JEFFERSON COUNTY HIGHWAY DEPARTMENT AND MUST HAVE SERVED CONTINUOUSLY AS AN AUTOMOTIVE MECHANIC II FOR TWO YEARS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

VACANCIES: At present, one vacancy exists with the Jefferson County Highway Department.

SALARY: \$24.13 - \$29.95/hour (2024 Rates)

**LAST FILING DATE: April 25, 2025**

**EXAMINATION DATE: June 14, 2025**

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 the diagnosis, maintenance and repair of gasoline and diesel motor equipment, including trucks, tractors, cranes, rollers, graders, bulldozers, and snow plowing equipment;  
Assigns repair tasks to skilled Motor Equipment Mechanics and inspects work in progress and upon completion;  
Diagnoses difficult mechanical problems and oversees type of repairs and methods to be used;  
Performs complex and technically difficult overhauls, tune-ups, and repairs to both heavy and light construction equipment without supervision;  
Reviews procedures utilized in the shop to ensure safe operation;  
Makes or oversees the making of shafts, bushings, brackets, and various mechanical parts on a lathe;  
Instructs Motor Equipment Mechanics in difficult or unusual repairs;  
Assists the Head Automotive Mechanic in planning future repair and maintenance schedules and activities;  
Operates various types of equipment in connection with repair work;  
Determines priorities for the execution of repair tasks in conformance with department policies;  
Oversees and assists with body and fender repair and painting;  
Maintains records of repairs and replacements made on all equipment.

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

**Maintenance and repair of motor vehicles**

These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.

**Operation, maintenance, and repair of automotive, truck, and heavy highway maintenance equipment**

These questions test for knowledge of the operating characteristics of various components of automotive and heavy motor vehicle equipment and the proper maintenance and repair procedures to use on this equipment.

**Tools and test equipment used in the maintenance of automotive equipment**

These questions test for knowledge of the correct procedures to use when checking, maintaining, and repairing automotive equipment, including the proper and safe use of various tools, instruments, circuit testers, and similar types of mechanical and electrical test and repair equipment.

**Maintenance and repair of mechanically and electronically controlled internal combustion engines**

These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer controlled systems.

**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.

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