

**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 COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION  
FOR  
NO. 62-357 GENERAL HIGHWAY FOREPERSON**

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

SALARY: \$18.80/hr.

**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 8, 2017**

**EXAMINATION DATE: October 28, 2017**

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

**MINIMUM QUALIFICATIONS:**

Four years of experience in the construction and/or maintenance of highways in such areas as drainage,  
earthwork, paving, surface treatment, or shoulder stabilization.

NOTE: Incumbents may be required to operate various types of road construction and maintenance  
equipment, therefore, candidates must possess an appropriate level New York State driver's license.

EXAMPLES OF WORK: (illustrative only)

Assists in scheduling work projects and makes individual work assignments to crew members based on priorities set by others and the abilities of individual crew members;  
Instructs and participates in the activities and tasks to be performed and answers questions concerning work procedures;  
Provides and explains simple written guidelines for work if they are available;  
Observes work in progress and that which is completed to insure adherence to instructions, safety procedures, guidelines, and schedules;  
Maintains written records of work performed and materials and labor used;  
Operates a motor vehicle to transport personnel and equipment to job site;  
Patrols and inspects highway and adjacent areas within geographical area to determine condition and maintenance needs;  
Supervises and participates in snow and ice control activities;  
Prepares a variety of related reports and records;  
May be required to operate various types of road construction and maintenance equipment.

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

1. 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, guide rails, highway maintenance equipment, and ice and snow removal and control.

2. Operation and preventative maintenance of automobiles, trucks and heavy equipment

These questions test for knowledge of the terminology, troubleshooting techniques and proper procedures used in the maintenance and operation of motorized vehicles and equipment used in various types of public works projects.

3. Safety practices

These questions test for knowledge of and the ability to apply safety principles related to construction and maintenance work zones, including traffic control, the safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.

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.

5. Understanding and interpreting plans, specifications, and technical instructions

The questions test for the ability to comprehend, analyze, and perform computations based on technical drawings and written presentations related to construction and maintenance projects. All the information needed to answer the questions will be provided in the written material and/or drawings.

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](http://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. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

**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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