

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 USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE**

**PROMOTION EXAMINATION
FOR
NO. 72-246 SOLID WASTE MAINTENANCE SUPERVISOR**

**CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE JEFFERSON COUNTY
RECYCLING DEPARTMENT AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT
BASIS AS A WORKING FOREPERSON FOR TWO YEARS IMMEDIATELY PRECEDING THE
DATE OF THE WRITTEN TEST.**

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

SALARY: \$53,918 - \$ 60,021/yr.

LAST FILING DATE: May 28, 2021

EXAMINATION DATE: July 17, 2021

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 the processing of solid waste materials and recyclables;
Coordinates work activities at various solid waste facilities and transfer sites;
Plans, schedules, and oversees maintenance and repair activities at solid waste management sites;
Assists in the planning and managing changes and improvements in the receiving and shipping of solid waste and recyclable materials;
Maintains records on truckloads of waste moved, staff hours worked, mileage logged, and related data on solid waste management costs;
Prepares reports on solid waste operations and makes recommendations for program improvements;
May operate various equipment as required.

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

Principles and practices of solid waste management

These questions test for knowledge of the principles and practices involved in planning, implementing, coordinating, and evaluating solid waste management programs, including appropriate solid waste management strategies, solid waste management responsibilities and recommendations of federal, New York State, and local governmental agencies, the advantages and disadvantages of the various solid waste management and disposal practices typically used, and related legal requirements contained in current federal and New York State laws, rules, and regulations.

Planning, managing, and coordinating solid waste recycling programs

These questions test for knowledge of the principles and practices involved in the planning, implementation, management, coordination, and evaluation of solid waste recycling programs, including the typical components of various types of solid waste streams, separation procedures used for solid waste stream components, recycling procedures and programs for various types of separated materials, and market forces that affect solid waste recycling programs.

Scheduling of work and equipment

These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include such areas as setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

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: 4-28-21