



EXAMINATION, OPEN TO THE PUBLIC

ISSUED: August 9, 2017	
HIGHWAY CONSTRUCTION/QUALITY CONTROL TECHNICIAN	
EXAMINATION NO. 62670	
Steuben County Department of Public Works	
September 6, 2017	October 28, 2017
LAST FILING DATE	EXAMINATION DATE

A NON-REFUNDABLE **\$15.⁰⁰ APPLICATION FEE** APPLIES FOR THIS TEST. See page 3 for details.
INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

SALARY: \$37,654 annually (\$44,299 after 1 year)

VACANCIES: One at the present time The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of **Steuben County** for at least four months immediately preceding the date of the written examination.

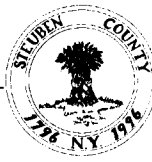
MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.
Graduation from high school or possession of an equivalency diploma and either:

- (a) Completion of two years of course work at a regionally-accredited or New York State-registered college or university with specialization in mathematics, surveying, drafting, engineering technology, architecture, or closely-related field, and four years of full-time or equivalent part-time paid experience in public works construction activities, one year of which shall have included responsibility for assisting in surveying, plans preparation, inspection, and quality control activities involving roads and highways; or
- (b) Six years of full-time or equivalent part-time paid experience in public works road and highway construction and/or refurbishing activities, three years of which must have included responsibility for assisting in surveying, plans preparation, inspection, and quality control activities involving roads and highways..

SPECIAL REQUIREMENT(S):

- Possession of the appropriate level NYS Driver's License is required for appointment.
- National Institute for Certification in Engineering Technologies Field Technician Certification (Level 1) is required by the conclusion of the probationary period.

NEW HIRE DRUG SCREENING: New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. **A positive screening will delay and may bar hiring.**



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting with the preparation of highway construction plans and specifications and monitoring and inspecting Department of Public Works Highway projects for conformance to County specifications. The work is carried out in accordance with well-established and accepted strict technical procedures and methods applicable to the preparation of plans and the inspection of highway construction projects, and involves the oversight of the work of contractors performing work on Department highway projects; monitoring and inspection of the work being done to insure conformance to County specifications; providing technical assistance to highway field personnel as needed; preparing a variety of plans and specifications and reports on activities undertaken and completed; and assisting superiors with highway program planning. Work is performed under the general direction of the Commissioner of Public Works, but with more direct supervision received on a day-to-day basis from the Deputy Commissioner of Public Works, with some leeway allowed the incumbent for the exercise of independent judgment in the ordering of assignments as long as overall time constraints are adhered to and followed. General supervision is exercised over the work of the Highway Division's District Supervisors to insure that work being done conforms to specifications. Does related work as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

- 1. Mathematics, including algebra, geometry and trigonometry**
These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions..
- 2. Methods and materials used in the construction and maintenance of roads, bridges and other structures and facilities**
These questions test for knowledge of the proper procedures, materials, and equipment used in the construction, reconstruction, and repair of various types of public works projects, including such typical construction work as roadways, bridges, excavations, embankments, drainage structures, retaining walls, and similar facilities.
- 3. Understanding and interpreting engineering plans and descriptive specifications**
These questions test for the ability to read and analyze technical drawings and written technical presentations, and to perform related computations. Some technical knowledge of construction and estimating terminology and methods will be required.
- 4. Land surveying principles and practices, including map interpretation**
These questions test for fundamental knowledge of the concepts, computations, and proper procedures involved in performing surveys for construction projects and land areas, including the use of theodolites, total stations, automatic levels, and other contemporary field survey equipment; and for the ability to read, analyze, and perform technical computations based on topographic and survey maps and site plans..
- 5. Principles and knowledge related to computer-assisted drafting (CAD) technology**
These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.

Candidates are RECOMMENDED to use quiet, hand-held, solar or battery powered calculators.

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 or from the Steuben County Civil Service Office.



\$15 APPLICATION FEE: NO CASH ACCEPTED.

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "**Steuben County Finance**." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. No Refunds. Also, no refund will be made to applicants who are *disapproved* or who *fail to appear*.

You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance is available from our office in person or by telephone at 607-664-2345.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencony.org.
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification**.
4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, you may **NOT** substitute "See Resume" for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to **KEEP A COPY** of your application materials. The Department of Personnel and Civil Service does **not** provide copies of records you submit.
6. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed **and primarily** responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; receiving Supplemental Security Income 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. **All claims for application fee waiver are SUBJECT TO VERIFICATION.** If you can verify eligibility for an application fee waiver, complete Application Item #13.
7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. **TESTING ACCOMMODATIONS:** If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
11. **INTERVIEW ACCOMMODATIONS:** If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
12. **VETERANS CREDITS:** Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.



14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request *and verifiable documentation* should be submitted at least one week prior to the test date or *in case of an emergency no later than 5:00 p.m. on the next business day* following the test. See Application item #12.
17. 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 provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
18. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
20. **Unless otherwise noted, candidates are recommended 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 will not be permitted to use the calculator function of a cell phone.


Nathan A. Alderman, Personnel Officer