



City of Oswego

Personnel Department

13 West Oneida Street Oswego NY 13126

Phone: 315-342-8159 • Fax: 315-342-8248

www.oswegony.org

Examination Announcement

HEAD AUTOMOTIVE EQUIPMENT MECHANIC

EXAMINATION NUMBER: 63-768 (OPEN-COMPETITIVE) Open to everyone

LAST FILING DATE: SEPTEMBER 27, 2018 (Applications will **NOT** be accepted after this date)

EXAMINATION DATE: NOVEMBER 3, 2018

EXAM FEE: \$15.00 **(NON-REFUNDABLE)**

PAY RATE: \$44,098 - \$52,284

FILING FEES: A non-refundable fee of \$15.00 (cash, check or money order) is required for **each** separate examination for which you apply. The required fee must accompany your application. **Cash is accepted** or write the name and number of the exam(s) on your check or money order **payable to the City of Oswego** and submit with your application. A \$20.00 charge will be imposed on checks returned for insufficient funds. You are urged to compare your qualifications carefully with the requirements for this position. You should file an application only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified or fail to appear.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or 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 application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** The Request for Application Fee Waiver form is available at the Personnel Department, City of Oswego, 13 West Oneida Street, Oswego NY 13126, or by calling 342-8159.

HONORABLY DISCHARGED VETERANS FEE WAIVER: Honorably Discharged Veterans may have the application fee waived by completing a fee waiver form and attaching a copy of their DD-214 showing their Character of Service. The Application Fee Waiver Request Form for Honorably Discharged Veterans is available at the Personnel Department, City of Oswego, 13 West Oneida Street, Oswego NY 13126, or by calling (315)342-8159.

VACANCIES: A single eligible list will be established as a result of this examination and will be used to fill future vacancies as they occur in the City of Oswego.

POSITION SYNOPSIS: Supervises and participates in the maintenance and repair of buses, trucks, automobiles and other related automotive equipment; does related work as required. An employee in this class takes an active part in the repair and maintenance of city or school district owned automotive equipment and also supervises the work of other mechanics involved with the same duties. Depending on location of the position, the work is performed in accordance with instructions either from the Garage Superintendent or school district official with the incumbent held responsible for assigning tasks and their timely and efficient completion. Supervision is exercised over the work of Automotive Mechanics and helpers.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Oswego County for a minimum of one (1) month immediately preceding the date of the examination.

CROSS-FILING: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both STATE and LOCAL government examinations, you must notify the City of Oswego Personnel Department of your intent to take both a STATE and LOCAL government examination. When taking both a STATE and LOCAL examination you will be required to take all your examinations at the STATE examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than TWO weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

APPLICATION DEADLINE POLICY: Applications/exam fees must be submitted to the City of Oswego Personnel Department before close of business at 5:00pm on the last filing date listed on the examination announcement. Applications received via U.S. mail will be accepted only if postmarked on or before the last filing date. Applications received through inter-office mail or via facsimile after the last filing date will not be accepted.

MINIMUM QUALIFICATIONS: *(Candidates must meet the following requirements)*

- A) Associates degree or higher in automotive technology, automotive repair, or related field, AND one (1) year or its part time equivalent experience in maintenance and repair of automotive equipment;
- OR
- B) High School diploma or possession of a New York State equivalency diploma and three (3) years or its part time equivalent experience as outlined in (A) above;
- OR
- C) Five (5) years or its part time equivalent experience as outlined in (A) above;
- OR
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: If the position involves the operation of Motor Equipment, candidates must be eligible for a Commercial Driver's License Class B or higher issued by the New York State Department of Motor Vehicles at time of application. Must possess the license at time of appointment.

Effective March 12, 2010, the City of Oswego's tolerance policy for experience is as follows:

One month of tolerance will be allowed for each required year of experience up to a maximum of three months.

This policy will apply for all examinations held after March 12, 2010.

SCOPE OF EXAMINATION:

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. 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.

2. 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.

3. Specification writing, including use of trade publications, technical bulletins, and other appropriate specification sources

These questions test for knowledge of the principles and practices involved in developing appropriate purchase and contract specifications, including proper wording and correct use of product descriptions, diagrams, and technical performance requirements, and use of appropriate reference

sources such as professional organization and trade group standards, manufacturers brochures, and technical publications.

4. 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.

5. Scheduling 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.

6. 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.

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:
<https://www.cs.ny.gov/testing/testguides.cfm>

Use of CALCULATORS is **ALLOWED**.

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 exams will apply to this examination.

OSWEGO CITY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
AND ALL INTERESTED PERSONS ARE INVITED TO APPLY FOR THESE EXAMINATIONS

ISSUED: August 1, 2018

Nancy C. Sterio
Personnel Director

GENERAL INSTRUCTIONS

1. Applications and additional information is available at the Personnel Department, City of Oswego, 13 West Oneida Street, Oswego NY 13126, or by calling 342-8159, or on the web at www.oswegony.org.
2. Unless otherwise indicated on this announcement, the candidate will complete one "Application for Employment" for each open-competitive exam he/she wishes to take.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action.
4. Approved candidates will be notified when and where to appear for the examination. No one will be admitted into the examination without the official admission letter. If an application is rejected, due notice will be sent. The Department does not make formal acknowledgment of the receipt of an application.
5. Applicants must answer every question on the application form and make sure the application is complete in all respects. **Incomplete applications will be disapproved.**
6. If you have not received your notice to appear for the exam three days before the exam date, call 342-8159.
7. It is your responsibility to notify this office of any change of address/phone number that may have occurred since this examination and for the duration of the resulting eligible list.
8. Unless otherwise noted, 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.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credit" prior to the establishment of the eligible list. Forms are available upon request at the Personnel Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling 342-8159. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
12. The duration of the eligible list shall be fixed for up to four years. Changing conditions may make it advisable to certify for future vacancies at higher or lower level salaries than those announced.
13. Inquiries may be made to character and ability and all statements made by candidates are subject to verification.
14. Disabled persons: If special arrangements for testing are required, indicate this on your application form.
15. Special Requirement for Appointment in the School District: 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 as involving contact with students, a clearance for employment from the State Education Department is required.