

CITY OF NORWICH ANNOUNCES
PROMOTIONAL EXAMINATION
FOR
ASSISTANT SUPERINTENDENT
DEPARTMENT OF PUBLIC WORKS

LAST FILING DATE: September 26, 2017 SALARY: TBD

EXAMINATION DATE: October 28, 2017 EXAMNUMBER: 77927

VACANCY: Eligible list will be used to fill vacancies as they occur in the City of Norwich.

DUTIES: Work involves direct day to day supervision and planning of work for the City Department of Public Works which includes streets, sewer, water, sidewalks, parks, buildings, and other public works functions. Work includes participation in actual work efforts and includes inspections, laboratory, equipment maintenance and repair, equipment operation, operation coverage and other duties. Work is performed under the direction of the Superintendent of Public Works. Directly supervises the work of others.

MINIMUM QUALIFICATIONS:

Two years as General Forman with the City of Norwich.

Special Requirements:

- Eligibility for a class B-CDL issued by the NYS DMV. Possession at time of appointment.
- Eligibility for a Grade III Operators certificate issued by the State of New York Department of Environmental Conservation and/or eligibility for Grade D, C, 2B and 2A water distribution certificates issued by the NYS Department of Health. Possession of certificates within 1 year of appointment.

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

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Maintenance and reconstruction of streets, sidewalks and curbs

These questions test for knowledge of the proper methods, materials and equipment used in the installation, repair and upkeep of street surfaces, utility access holes, gutters, catch basins, curbing and sidewalks, including ice and snow removal and control.

3. Maintenance and construction of sanitary and storm sewer systems

These questions test for knowledge of the proper methods, materials and equipment used in the installation, maintenance, repair and cleaning of sanitary and storm sewers, catch basins and related appurtenances; and proper trenching and backfilling procedures.

4. 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.

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 setting up vacation or work schedules taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

6. 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

EXAMINATION FEE: A fee of \$7.50 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 City of Norwich. **DO NOT SEND CASH.** Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee or whose personal check is returned for insufficient funds will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Examination fees are payable at the Finance Office in City Hall.

GENERAL INFORMATION:

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. Candidates wishing to take more than one examination must complete the Application for

Employment or Examination form for each request.

4. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.
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. Falsification of any part of the Application for Examination or Employment will result in disqualification.
7. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.
8. Veterans or disabled veterans desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veteran credit is added only to the score of the examination when the passing score of 70.0 or higher is attained by the candidate. The time periods for which veteran credit is permitted are listed on the application. Please circle the appropriate dates of service.
9. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.
10. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.
11. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

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