

CITY OF NORWICH ANNOUNCES  
OPEN COMPETITIVE EXAMINATION  
FOR  
SUPERINTENDENT  
DEPARTMENT OF PUBLIC WORKS

LAST FILING DATE: September 26, 2017      SALARY: TBD

EXAMINATION DATE: October 28, 2017      EXAMNUMBER: 61022

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

**DUTIES:** Work involves management and complete operation of the Public Works Department, including highways, buildings, parks, water and wastewater treatment plants and other public works functions. Work is performed under the general direction of the City Engineer with wide leeway for independent decisions in scheduling and planning of work methods and procedures. Does related work as required.

**MINIMUM QUALIFICATIONS:**

- Graduation from high school or possession of an equivalency diploma.  
-AND-
- Graduation from a regionally accredited or NYS registered four year college with a bachelor's degree in civil or environmental engineering or a related field and four years' experience in public works operations or a related field.  
-OR-
- Graduation from a regionally accredited or NYS registered two year college with a associate's degree in civil or environmental engineering or a related field and seven years' of progressively responsible experience in public works operations or a related field.  
-OR-
- Ten years of progressively responsible experience in public works, with a minimum four years' experience in public works management.  
-OR-
- An equivalent combination of training and experience as defined by the limits of the above, sufficient to demonstrate the ability to perform the work.

Special Requirements:

- Candidate must possess the following at time of appointment:
  - A valid NYS driver's license.
  - Grade III Wastewater Treatment Plant Operators certificate issued by the NYS Department of Environmental Conservation.
  - Grade D,C,IIB and IIA Water Treatment Operators Certificate issued by the NYS Department of Health. IA and IB certificates are desirable but not required.
  - Must obtain a 5A NYSDEC Aquatic pesticide Certificate within one year of employment.

**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](http://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.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Posted: September 5, 2017

