

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
A PROMOTIONAL EXAMINATION
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Senior Automotive Mechanic**

Exam #: **75536**

Last Date for Filing: **December 16, 2016**

(Applications must be submitted or postmarked by the last date for filing.)

Date of Examination: **January 21, 2017**

Job Title: Senior Automotive Mechanic, City of Troy, Grade 13, Salary Range \$36,921 to \$54,796
This examination is being held to establish an eligible list and fill future vacancies for the City of Troy.

MINIMUM REQUIREMENTS:

Candidates must have been permanently employed in the non-competitive class by the City of Troy and, on the date of the written test, must have served on a continuous basis for at least **twelve (12) months** as an **Automotive Mechanic**.

Special Requirements: Possession of a valid New York State Driver's license and possession of a New York State Vehicle Inspection License at time of appointment and maintenance of such.

Typical Work Activities: (Illustrative only)

- Supervises and performs the maintenance and repair of vehicles and machinery;
- Assigns subordinates to repair jobs and preventive maintenance tasks in line with individual skill levels;
- Observes work in progress and inspects completed jobs;
- Diagnoses difficult mechanical problems;
- Performs complex and difficult overhauls, tune-ups and repairs;
- Provides assistance and guidance to subordinate Mechanics and Helpers;
- Carries out preventive maintenance servicing under the direction of the Water and Sewer Maintenance Supervisor in Public Utilities and the Automotive Equipment Supervisor in Public Works;
- Assists in planning maintenance and repair activities and schedules;
- Contacts vendors for parts availability and pricing, and orders parts as required;
- Contacts vendors and outside repair facilities for repairs and pricing, and schedules as required;
- Completes necessary documentation and reports for inventory, preventative maintenance, and vehicle inspections;
- Performs required New York State vehicle inspections on City vehicles;
- Does other related tasks as required.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written exam will test for 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. **Operation, maintenance, and repair of automotive, truck, and heavy highway maintenance equipment**- These questions test for knowledge of the operating characteristics of various components of automotive and heavy motor vehicle equipment and the proper maintenance and repair procedures to use on this equipment.
3. **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.
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. **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 USE OF CALCULATORS IS **ALLOWED** FOR THIS EXAMINATION
CELL PHONE CALCULATORS ARE PROHIBITED

NOTICE TO CANDIDATES: Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

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

This exam 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 NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

Candidates who are successful on the written test will have points added to their score for seniority with the City of Troy as follows:

1 year up to 6 years	1 point
over 6 years up to 11 years	2 points
over 11 years up to 16 years	3 points
over 16 years up to 21 years	4 points
over 21 years up to 26 years	5 points

VETERANS or disabled veterans who are eligible for additional credit must submit an application for veterans' credit and a copy of their DD-214 to this office any time between the date of application for examination and the establishment of the resulting eligible list. Applications are available online at www.troyny.gov or from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, **no credit may be added after the eligible list has been established.**

APPLICATION FEE: A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail.

If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved. Applications are available on line at www.troyny.gov or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at www.troyny.gov.

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted with your application.

CROSS FILER STATEMENT: Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

ALTERNATE TEST DATE POLICY: The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.

AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.