

The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For
ASSISTANT RECREATION MAINTENANCE SUPERVISOR – Gr. 12



EXAMINATION NO: 64-509

EXAMINATION DATE: March 2, 2019

SALARY: \$59,576

LAST FILING DATE: January 11, 2019

APPLICATION FEE: A fee of fifty dollars (\$50.00) is required for this examination and a check or money order made out to the Town of Colonie must accompany each application. Note examination number and social security number on check or money order. (see explanation on page 3)

RESIDENCY: Candidates must be, at the time of examination and for at least four months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies for the position of Assistant Recreation Maintenance Supervisor as they may occur.

Note: A promotional examination for this title is also being offered.

DESCRIPTION OF POSITION: The Assistant Recreation Maintenance Supervisor provides field supervision of various work areas at various recreation sites or facilities. Work is performed under the general direction of the Recreation Maintenance Supervisor. Supervision is exercised over Senior Recreation Maintenance Workers, Recreation Maintenance Workers, and a large seasonal work force. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school AND four (4) years of full time experience in repair and maintenance work as it relates to parks, playgrounds, pools, and park equipment and recreation facilities including or supplemented by at least one (1) year of experience involving recreation facilities supervision.

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

- 1. Grounds maintenance, including turf, trees and shrubs** - These questions test for knowledge of the principles and practices involved in grounds maintenance and may include such areas as turf grass planting, fertilizing, and maintenance; tree and shrub selection, planting, transplanting, trimming and maintenance; snow and ice control; and safe operating practices involved when performing grounds maintenance activities.
- 2. Maintenance of buildings and equipment** - These questions test for knowledge of the principles and practices involved in the overall maintenance, construction, and upkeep of the typical structures, buildings, and equipment found in park facilities; and may include such areas as proper maintenance and repair of buildings, roadways, trails, flood control and drainage structures, minor mechanical and electrical systems maintenance, and safe operating practices.
- 3. Installation, maintenance, and repair of recreation areas** - These questions test for knowledge of the principles and practices involved in the installation, upkeep, maintenance and repair of park and recreation facilities, including such areas as picnic facilities, playgrounds, athletic and playing fields, trails and walkways, sanitary facilities, and lawn care and grounds maintenance.

4. Public contact principles and practices - These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

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 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>

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, Latham, NY 12210 – Telephone (518) 783-2721 OR via the internet at www.colonie.org (Civil Service Dept.) where applications can be viewed and downloaded from the web site.

SEE “GENERAL INSTRUCTIONS”

SPECIAL NOTE: This written 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 the examinations will apply to this test.

Michael M. Burick
Personnel Officer
Town of Colonie
December 12, 2018

AN EQUAL OPPORTUNITY EMPLOYER