The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For

AUTOMOTIVE MECHANIC – GRADE 11

EXAMINATION NO: 60-722

EXAMINATION DATE: January 21, 2017

SALARY: Entry $21.05

LAST FILING DATE: December 15, 2016

APPLICATION FEE: A fee of $35.00 (thirty-five dollars) is required for this examination, and a check or money order made out to the Town of Colonie must accompany each application. Note exam number and social security number on check or money order (see explanation on page 3).

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies for the position of Automotive Mechanic as they may occur in the Town of Colonie. Currently there is one vacancy.

RESIDENCY: *Applicants must be a resident of New York State in either Albany, Rensselaer, Columbia, Greene, Schoharie, Schenectady or Saratoga County for at least four (4) months prior to the date of this examination. New York State Civil Service Law Section 23, Subdivision 4-a, allows the Town of Colonie to give preference in appointment to Town residents.

DESCRIPTION OF POSITION: These duties involve responsibility for the maintenance, overhaul and repair of a wide variety of automotive equipment including heavy-duty equipment such as bulldozers and graders. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgment in carrying out work assignments. Supervision may be exercised over the work of helpers and other employees assigned to assist. Performs skilled repairs and maintenance to automotive equipment and machinery. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school with 1000 hours of post high school formal training in automotive repair and three (3) years of full-time paid experience as a skilled automotive repairman.

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in such areas as:

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.

SEE 'GENERAL INSTRUCTIONS"

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

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Office, Colonie Memorial Town Hall, 534 Loudon Rd, (mailing address PO Box 508) Newtonville, New York 12128-0508 - Telephone 783-2721 OR via the internet at www.colonie.org (Civil Service Dept) where applications can be downloaded from the web site.

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 examinations will apply to this test.

Michael M. Burick
Personnel Officer
Town of Colonie
November 16, 2016

AN EQUAL OPPORTUNITY EMPLOYER

GENERAL INSTRUCTIONS

Fees: Refer to the examination announcement for the required application processing fee. The required fee must accompany your application. Enclose a non-refundable check or money order (no cash) made payable to the "Town of Colonie" and write the examination number(s) on your check or money order. In the event you are disqualified, decide you didn't want to apply for that test, you do not take the test(s), or are not successful on the examination, the fee is non-refundable and therefore will not be returned. YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.
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" (in our office or on-line at www.colonie.org/civilservice) and submit it with your application by the close of business on the application deadline as listed on the examination announcement.** (Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.)

PARTIAL FEE WAIVER: Incumbent permanent Town of Colonie employees with more than one full year, or equivalent part-time service, may request waiver of the fee except for $5.00 (five dollars). Provisional employees are required to pay the complete fee.

1) Unless otherwise indicated on this announcement, the candidate will complete one application for employment for each examination he/she wishes to take.

2) Applicants must answer every question on the application form relevant to the examination or position. Applications lacking required information will be disapproved. Please follow instructions for applicants.

3) Investigation may be made as to character and ability and all statements made by applicants are subject to verification.

4) Falsification of any part of the application for employment or examination will result in disqualification and possible legal action.

5) Veterans, disabled Veterans, or *active duty members of the Armed Forces, desiring to claim additional credit must make application for such additional credit in their applications. They will be allowed the option of waiving these credits after the completion of the examination. *Special notice to active duty members of the Armed Forces – beginning 1/1/98 the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination application.
5a) If you are an active member of the Armed Services during the period of time for filing an application for a particular exam, or the date of the examination, you may be eligible for special considerations. Please contact the Town of Colonie Civil Service Department at (518)783-2721.

6) Police Officer or Firefighter Survivor Credits: Per Section 85-a of Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent has served. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.

7) Accepted candidates will be notified when and where to appear for examination. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application.

8) Call this office if you do not receive a notice within three days of the date of the examination. Notice to appear for the test will be conditional, since final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice. Have your Social Security card (if you have one) and your Driver's License available at the exam center.

9) The duration of the eligible lists shall be fixed for not less than one nor more than four years. Note: The duration of eligible lists established as a result of continuous recruitment exams will be one year only.

10) Changing conditions may make it advisable to certify for future vacancies at higher or lower salaries than those announced.

11) You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

12) CHANGE OF ADDRESS: Failure to notify the Personnel Officer of a change of address may result in disqualification for examination or certification for appointment following examination. A Change of Address form may be found on-line at www.colonie.org/civilservice. **Failure to do so may delay correspondence and affect recruitment opportunity.**

13) Religious Accommodations – Persons with a Disability – Military Members: If special arrangements for testing are required, indicate this on your application form.

14) Applications must be filed in the Civil Service Department no later than 4:30PM on the last filing date as noted above – or *post-marked no later than one day prior to last filing date.*

15) Applicants for examination or employment are solely responsible to provide written notice of changes which may affect application status.

16) Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding exam date. Please ask to see our policy.

17) If an emergency prevents you from appearing for examination, please notify this office no later than 4:30pm on the Monday following the test date, (Tuesday, if Monday is a holiday) providing verifiable documentation as to the reasons. The "Policy on Alternate Test Dates" will govern.

18) Unless specifically prohibited, 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" and any similar devices are prohibited.

19) Applications for examinations in the Town of Colonie are not valid for other Civil Service jurisdictions. If applicants apply to other jurisdictions for examinations scheduled for the same date, it is the responsibility of the applicant to advise the Town of Colonie of their preference to examination location. Attach a "cross-filing" form to your application. Request this form by calling 783-2721 or download at www.colonie.org/civilservice. You need to call or write to each local Civil Service Agency to make arrangements within two weeks of the examinations. **Important: Candidates taking both State and local examinations scheduled for the same day must take all examinations at a State site. Do NOT call the State. You will be advised by their admission letter when and where to report for your examination/s.**

20) Weather Emergency/Exam Cancellation: Listen to your local TV/RADIO stations for information between the hours of 6:00am-8:00am on the test date.

COPIES OF THIS ANNOUNCEMENT ARE AVAILABLE IN THE CIVIL SERVICE DEPARTMENT **1/13**