

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION
245 Washington Street, Room 205
Watertown, New York 13601
www.watertown-ny.gov

Issued: April 24, 2025

**ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR
MOTOR EQUIPMENT SHOP FOREMAN
EXAM #60035-820**

FILING FEE: \$15.00 non-refundable fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are only accepted with online/electronic applications.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, **June 14, 2025**

LAST FILING DATE: Applications must be received no later than close of business **Wednesday, May 14, 2025.**

VACANCIES: The list will be used to fill vacancies as they occur in the City of Watertown.

SALARY: \$51,349 - \$67,495

DUTIES OF THE POSITION This is the second level classification for Motor Equipment Maintenance/Supervision and is responsible for repairing and maintaining City vehicles. Responsibilities include diagnosing and troubleshooting problems; performing preventative maintenance; performing all types of repair work as necessary; performing vehicle inspections; supervising mechanics for work progression and quality control. Work is performed under general supervision of the fleet manager/department head. Serves as the Fleet Manager in his/her absence. **A complete job description is available from the office of the Civil Service Commission.**

MINIMUM QUALIFICATIONS: either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher or certificate in motor equipment technology or mechanics; or
- B. Associate's Degree or higher in a technical or trade oriented field and 1 year of experience in a motor equipment repair shop; or
- C. Graduation from high school or possession of a high school equivalency diploma supplemented by a technical or vocational program in motor equipment repair shop and 3 years of experience performing repair and maintenance of motor equipment under the supervision or direction of a skilled motor equipment mechanic; or
- D. An equivalent combination of training and experience as defined by the limits of above.

DRIVER'S LICENSE REQUIREMENT- Must possess and maintain a valid NYS Driver's License.

SPECIAL NECESSARY REQUIREMENT:

Must obtain Group 1 and 2 NYS Motor Vehicle Inspector certification within 90 days of date of employment. Must maintain this certification to continue employment.

SCOPE OF EXAMINATION: A test designed to evaluate 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.

CALCULATORS: **The use of calculators is recommended** - Candidates are permitted to use quiet, hand-held battery or solar calculators. Devices with typewriter keyboards, spell checkers, PDA's, 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

GENERAL INFORMATION FOR CANDIDATES

HOW TO APPLY: Applications may be completed through the online portal at <https://watertown-portal.mycivilservice.com/jobopps> or obtained from and filed at the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. **Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification. Applications **will not be accepted** past the last filing date of the examination.

APPLICATION FEE: If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household, receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net or Family Assistance from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. 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 the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 addition ten (10) points in a competitive examination for original appointment 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 the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

SPECIAL TEST DATE ACCOMMODATIONS/ SABATH OBSERVERS/ DISABLED CANDIDATES/ MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date. Please see back of application for further information and instruction.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. **Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.**

ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. **Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination.**

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

CONTACT THIS OFFICE AT 315-785-7733 OR CIVILSERVICE@WATERTOWN-NY.GOV WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov