PLEASE POST CONSPICUOUSLY
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DELAWARE COUNTY PERSONNEL OFFICE announces
OPEN COMPETITIVE EXAMINATION FOR

SENIOR AUTOMOTIVE MECHANIC
EXAM #62968

Date Issued	**Date of Examination**	**Last Filing Date**
November 10, 2016	January 21, 2017	December 9, 2016

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: A fee of $15.00 is required for each separately numbered examination for which you apply. The required fee MUST accompany your application and be in our office by 4:30pm on the last filing date or you will not be approved to take the examination. Send or deliver your CERTIFIED CHECK OR MONEY ORDER payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. *****PERSONAL CHECKS WILL NOT BE ACCEPTED.***** No refund of fees will be allowed whether or not you meet the minimum qualifications. 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.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us/pers Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITION: Delaware County Department of Public Works, Delhi, NY

SALARY: $41888 - $45738 (2017 salaries)

DUTIES: Supervises and performs a variety of skilled repair and maintenance tasks on a wide variety of automotive, road and bridge construction equipment. This position involves responsibility for supervising the daily activities of the automotive mechanic repair shop, including providing technical direction to and supervising the work of Automotive Mechanics. Independently completes moderately complex or technically difficult skilled repair and maintenance tasks. The work is performed under general supervision of the Motor Equipment Maintenance Supervisor, when employed with Delaware County, with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work and maintaining desired standards. The class is distinguished from that of Automotive Mechanic due to the more technically difficult and complex work performed, the more comprehensive skill required, and the presence of supervisory responsibility. Supervision is exercised over Automotive Mechanics , Automotive Mechanic Helpers, Automotive Parts Clerks and other subordinate staff of the automotive shop. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma and four years of experience in the skilled maintenance and repair of automotive equipment, two years of which shall have involved repair and maintenance of heavy automotive equipment.
SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. Depending on employing agencies' requirements, may be required to provide own tools.
SPECIAL REQUIREMENTS FOR DELAWARE COUNTY: Eligibility for New York State Class A CDL commercial driver's license at time of appointment. Possession of the license within 6 months after appointment and maintained during employment.
Obtain a Motor Vehicle Inspector's certificate issued by the State Department of Motor Vehicles for both passenger and heavy duty classes within 6 months after appointment and maintained during employment.
Must provide own tools
NOTE: Study in a technical school, community college, post high school certificate program in automotive mechanics or technology may be substituted for the required non-specialized experience on a year-for-year basis.

Candidates claiming college credits MUST submit a copy of their official transcript(s).

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.
NOTE: Unless otherwise specified, all required experience must be fulltime paid or its parttime paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved conditionally to take an examination, pending verification of successful completion of all experience and training requirements.

APPLICATION DEADLINE POLICY: All completed applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department by 4:30pm on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if received on or before the last file date. Applications that are received after the Application Deadline and are not received in the Personnel Department by the last file date will not be accepted.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

A guide "How to Take a Written Test" is available. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, 1Courthouse Square Suite #2, Delhi, New York 13753 (607-832-5678) or access our web site at www.co.delaware.ny.us click on departments and then personnel.

Subjects of examination: A written 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.

NOTICE TO CANDIDATES: Unless otherwise notified you are permitted to use quiet, hand-held, solar/battery powered calculators. Calculators with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices **are prohibited.** You may not bring books or other reference materials.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

CROSSFILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, YOU must make arrangements to take all the examinations at one test site. If you are taking a state exam you must sit at a State site. If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam. Please note that State exams cannot be given at our test site.

If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you MUST call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

Religious AccommodationMost written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).
Handicapped Persons:If special arrangements for testing are required, please indicate this on your application.
Active Duty Military Personnel: Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.
Veterans or Disabled Veterans: Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score. 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's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the 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.
Children of Firefighters and Police Officers Killed in the Line of DutyIn 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 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 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 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.

DELAWARE COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE
LINDA PINNER, PERSONNEL OFFICER