



**THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:**

**ENGINEER I: EXAM #61767**

**DATE OF WRITTEN EXAMINATION:** March 3, 2018

**APPLICATION FILING DEADLINE:** Applications must be postmarked or received no later than 4:00pm on February 2, 2018. Applications are available on our website, [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or in person at our office located at 258 Main Street, Oneonta. All applications must be original documents. We do not accept faxed, electronic or photocopied applications.

**ALTERNATE TEST DATE POLICY:** See attached.

**FILING FEE:** A \$15.00 non-refundable application fee, or an application fee waiver, for each examination for which you apply must be submitted with your application. Please send a personal check, certified bank check or money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. *Cash will not be accepted.*

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies which occur within the City of Oneonta Engineering Department.

**SALARY:** \$45,000 (annual)

**RESIDENCE REQUIREMENT:** Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination. However, non-residents of the City of Oneonta may be required at the time of appointment to become residents of the City of Oneonta in accordance with conditions authorized by local law and/or ordinance.

**NOTE:** The use of a calculator is **allowed** for this exam.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level engineering position requiring the performance of professional level duties to complete various engineering tasks and projects. The incumbent works under the general supervision of a higher level engineer, either in the field and/or in the office. General instructions are given for assignments such as

engineering design, drafting, specification writing, and construction inspection. Performs related work as required.

**MINIMUM QUALIFICATIONS:** (Either A, B, or C must be met as of the date of application):

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, or one accredited by ABET with a Bachelor's Degree in engineering or engineering technology (\*fields as described below; **OR**
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, or one accredited by ABET with an Associate Degree in engineering or engineering technology (\*fields as described below); AND two (2) years of experience performing either: 1.) Engineering design and drafting of highways, bridges, culverts, and/or facilities, using AutoCAD software; or 2.) Field or construction inspection of roads, bridges, culverts, pipelines, and/or facilities; **OR**
- c) An equivalent combination of training and experience as defined by the limits of A) and B) above.

\*Acceptable areas of engineering education include Civil Engineering, Structural Engineering, Environmental Engineering, Architectural Engineering, or a closely related field.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** (Both A and B must be met as of the date of application):

- a) Possession of the appropriate level of New York State Driver's License at time of appointment, and must be maintained throughout the duration of employment, or demonstrated ability to meet the transportation requirements of the job; and
- b) Candidates must submit proof that they are eligible to take the New York State Fundamentals of Engineering (F.E.) at time of application, or have anticipated eligibility for taking this examination within eighteen months of application.

**SUBJECTS OF EXAMINATION:** This examination will be a written test designed to test for knowledge, skills, and/or abilities in the following areas:

**1. Principles and knowledge related to computer-assisted design and drafting (CADD) technology.** These questions test for knowledge of the basic concepts, terminology and proper procedures to use when creating technical drawings utilizing computerized design and drafting software.

**2. Principles and practices of civil engineering.** These questions test for knowledge of engineering concepts and their practical applications to the construction, operation and maintenance of public works projects, including roadways, bridges, buildings, water and sewage systems and similar types of infrastructure.

**3. Engineering plans, specifications and estimates.** These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for

the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.

**4. Methods and materials of construction.** These questions test for knowledge of the proper procedures and materials used in the construction, maintenance and repair of various types of public works projects, including such typical construction work as excavations, roadways, embankments, and building and related structural improvements.

**5. Surveying principles and practices, including map interpretation.** These questions test for knowledge of the concepts, computations and proper procedures involved in performing surveys for construction projects and land areas, including the use of theodolites, total stations, automatic levels and other contemporary field survey equipment; and for the ability to read, analyze and perform technical computations based on site plans and topographic and survey maps.

**6. Preparing written material.** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**TEST GUIDE:** 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](http://www.cs.ny.gov/testing/localtestguides.cfm) .

**RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**DISABLED PERSONS:** Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

**SECTION 23.2 STATEMENT:** This examination will be 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 will apply to this examination.

**VETERAN'S CREDIT:** 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 on the examination. 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. **Application for Veteran's Credits are available at the Personnel / Civil Service Office.**

**CROSS-FILING FOR CANDIDATES APPLYING TO TAKE MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center. You can find the cross-filing form on our website and may either submit with your application or up to **three weeks** before the date of the examination.

**APPLICATION FEE:** An application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be NOT be accepted. Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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 and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office.

**ADMISSION NOTICES:** Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office. It is the responsibility of the candidate to notify the Civil

Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**ADDITIONAL CREDIT 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 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.

### **GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Oneonta Personnel/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

### **CITY OF ONEONTA ALTERNATE TEST DATE POLICY**

The Oneonta Municipal Civil Service Commission is dedicated to providing the largest base of qualified applicants for employment within its jurisdiction. The Oneonta Civil Service Commission has found that some applicants have been unable to take Civil Service examinations because of commitments that fall on or over the dates designated for the taking of these examinations.

The Oneonta Civil Service Commission has decided to establish an alternate test date policy. This policy will allow applicants, who meet a certain criteria, to take the Civil Service examination on a date other than the scheduled date.

The criteria for being eligible to take an exam on an alternate date shall be as follows:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.
10. A conflict with a previously established work schedule that cannot be rearranged.

**THE CITY OF ONEONTA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO  
WORKFORCE DIVERSIFICATION.**

**ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**DATED: January 13, 2018**