

THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

- A N N O U N C E S -

**AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF
FLEET OPERATIONS MANAGER - EXAM NO. 67034**

DATE OF WRITTEN EXAMINATION: January 21, 2017

LAST DATE OF FILING APPLICATIONS: Applications must be postmarked no or received no later than **December 20, 2016** in the Civil Service Office by 4:00 p.m.

ALTERNATE TEST DATE POLICY: See attached.

FILING FEE: A \$15.00 non-refundable 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 **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.

VACANCIES: The eligible list established as a result of this examination will be used to fill a vacancy with the City of Oneonta Central Garage and any future vacancies.

SALARY: DOQ

RESIDENCE REQUIREMENT: Candidates must be legal residents of Otsego County or contiguous counties (Delaware, Chenango, Madison, Herkimer, Schoharie and Montgomery Counties) for at least 1 month immediately preceding the date of the examination. 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.

GENERAL STATEMENT OF DUTIES: The work involves responsibility for managing the maintenance and repair of a fleet between 150-200 light and heavy duty vehicles and equipment for the City of Oneonta including buses, fire trucks, police vehicles, and public works equipment. The incumbent is also responsible for the supervision, management and operations of the City of Oneonta Central Garage. The work is performed under general supervision of the Mayor with wide leeway for the exercise of independent judgment.

(Over)

A Fleet Operations Manager differs from a Head Automotive Mechanic, in that a Head Automotive Mechanic leads and participates in the repair and maintenance of motor equipment and a Head Automotive Mechanic is not responsible for management, budgeting, or supervisory duties. Supervision is exercised over all employees of the City of Oneonta Central Garage. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last date of filing:

- (a) Successful completion of 60 credit hours in Automotive Technology from a regionally accredited or NYS registered college or university; and four (4) years of automotive repair or fleet management experience in an automotive equipment repair shop or transportation agency, one (1) year of which shall have included supervision; or
- (b) Graduation from a high school, technical or vocational program in automotive equipment maintenance and repair; and six (6) years of automotive repair or fleet management experience in an automotive equipment repair shop or transportation agency, one (1) year of which shall have included supervision; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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

1. **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.
2. **Fleet management:** These questions test for knowledge of the principles and practices involved in managing a fleet of motor vehicles, including such areas as proper preventive maintenance techniques; accident prevention and safety; economics of vehicle operation, repair, and replacement; and setting appropriate staffing levels in a fleet management facility.
3. **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.

4. **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.

5. **Work Planning and Scheduling:** These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

NOTICE TO CANDIDATES: It is recommended that candidates use quiet hand-held, solar battery-operated powered calculators. Devices with Typewriter Keyboards, Spell-Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and 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 "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

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.

Adopted MSD: 3/89

Revised MSD: 1/20/99

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.

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.

Effective January 1, 2014 the State Constitution was amended to grant additional veteran credits on a competitive civil service examination to individuals who previously received non-disabled, war-time veteran credits for original appointment or promotion to a competitive class position and were then subsequently certified as disabled war-time veterans. If you believe you are eligible for additional disabled veterans' credits, authorization for verification of Non-Disabled Veteran Credits Use form must be filled out and mailed or faxed to the agency that you received the non-disabled veteran credit.

Veteran Credits Application, Disability Record Authorization and Authorization for Verification of Non-Disabled Veteran Credits Use may be found on our website at: www.oneonta.ny.us/personnel or at the City of Oneonta Civil Service/Personnel Office, 258 Main St., Oneonta, N.Y. 13820/(607) 432-0670. The applicant should

make sure **EVERY** question on the application is answered and that the application is complete in all respects. All statements made by candidates on their application are subject to verification.

CROSS-FILING:

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 at: www.oneonta.ny.us/personnel to submit with your application or three (3) weeks before the date of the examination.

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.

**THE CITY OF ONEONTA IS AN EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

DATED: November 10, 2016 Wendy Miller, Secretary

FLEET OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing the maintenance and repair of a fleet of 180 light and heavy duty vehicles and equipment for the City of Oneonta including buses, fire trucks, police vehicles, and public works equipment. The incumbent is also responsible for the supervision, management and operations of the City of Oneonta Central Garage. The work is performed under general supervision of the Mayor with wide leeway for the exercise of independent judgment. A Fleet Operations Manager differs from a Head Automotive Mechanic, in that a Head Automotive Mechanic leads and participates in the repair and maintenance of motor equipment and a Head Automotive Mechanic is not responsible for management, budgeting, or supervisory duties. Supervision is exercised over all employees of the City of Oneonta Central Garage. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustration only)

- Establishes policies and procedures for the City of Oneonta Central Garage;
- Determines when automotive repair work will be contracted out to private automotive service providers;
- Develops long range plans to eliminate and purchase equipment and vehicles for the fleet and makes recommendation to Department heads for the purchase, elimination or replacement of vehicles or equipment;
- Determines personnel requirements and recommends the appointment of staff in compliance with State Law and Local Civil Service rules;
- Conducts group and individual meetings with staff to discuss policies and procedures or to address personnel issues;
- Meets with the City of Oneonta department heads regarding vehicle maintenance schedules, new vehicle purchases or equipment needs;
- Prepares and maintains a variety of logs and reports regarding the maintenance and repair of automotive equipment and vehicle mileage using standard computer software programs;
- Reviews Work Order Sheets describing maintenance or service performed by Automotive Mechanics to ensure adherence to policies and procedures;
- Review accounts payable and payroll information;
- Prepares parts and equipment purchase requests, purchase orders and estimates and forwards to Purchasing Department;
- Analyzes financial reports and reviews equipment needs as they relate to the performance of the City of Oneonta Central Garage;
- Assists in conducting inventory of all parts on a semi-annual basis.

(Over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the policies and procedures of the City of Oneonta Central Garage; thorough knowledge of the principles of fleet operation and maintenance; thorough knowledge of the principles of budgeting, purchasing and supervision; good knowledge of the methods and of the terminology, tools and safety precautions of the trade; good knowledge of the methods of automotive parts inventory; working knowledge of the rules and regulations surrounding NYS Motor Vehicle Inspections; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Successful completion of 60 credit hours in Automotive Technology from a regionally accredited or NYS registered college or university; and four (4) years of automotive repair or fleet management experience in an automotive equipment repair shop or transportation agency, one (1) year of which shall have included supervision; or
- (b) Graduation from a high school, technical or vocational program in automotive equipment maintenance and repair; and six (6) years of automotive repair or fleet management experience in an automotive equipment repair shop or transportation agency, one (1) year of which shall have included supervision; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Adopted: CSC 4-20-05

Jurisdictional Classification: Competitive