



**RENSSELAER COUNTY**  
**CIVIL SERVICE COMMISSION**  
Opportunities in the Public Service  
**OPEN COMPETITIVE EXAMINATION**

*We strongly encourage you to apply online.*

**EXAM NUMBER:** 62-446  
**EXAM TITLE:** SUPERVISOR OF TRANSPORTATION

**EXAM DATE:** JUNE 1, 2019  
**LAST FILING DATE:** APRIL 16, 2019

**NON-REFUNDABLE \$20.00 FILING FEE MUST ACCOMPANY EACH APPLICATION. CHECKS OR MONEY ORDERS ONLY. CREDIT CARDS ACCEPTED WITH APPLICATIONS SUBMITTED ONLINE ONLY.**

**SUPERVISOR OF TRANSPORTATION**, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

**SALARY:** \$55,000 (Salary varies according to jurisdiction)

**RESIDENCY REQUIREMENTS:** Rensselaer County residency required for four (4) months immediately preceding the date of examination and at time of appointment.

**MINIMUM QUALIFICATIONS:** Graduation from high school and either:

- (a) Three years of experience in the maintenance and repair of automotive equipment; **or**
- (b) Five years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:** Eligibility for the appropriate level New York State Driver's License at time of application. Possession of license at time of appointment and must maintain the license throughout the term of employment.

**NOTE:** If the position involves the operation of school buses, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulation of the New York State Commissioner of Education.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Establishes routes to be followed by various drivers;  
Prepares time schedules for buses;  
Supervises service, maintenance and repair of all school district vehicles;  
Writes specifications for all new vehicles and equipment;  
Gives road tests to and trains new drivers;  
Assigns substitute bus drivers for all extracurricular trips;  
Supervises loading and recommends stopping places for buses;  
Assists in the preparation of State transportation reports and maps of bus routes;  
Makes out periodic reports which include cost of operating each bus on the basis of expenses for gasoline, oil, grease, anti-freeze, parts, labor wages, storage or rental and other expense;  
Maintains time records for payroll purposes;  
Upon occasion, may operate a school bus on an assigned route;  
Does related work as required.

**USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION.**

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

1. **Bus driving practices, techniques and traffic laws;** These questions test for knowledge of the principles and practices involved in the proper and safe operation of passenger buses; and the rules and regulations of the New York State Motor Vehicle and Traffic Law governing passenger bus operation, highway safety, and rules of the road.
2. **Bus driver recordkeeping and scheduling;** A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must: a. Follow written directions to understand the purpose and use of the record, and to understand the question; b. Make correct entries in appropriate sections of the record; c. Identify which entries are required to answer the question. A knowledge of bookkeeping, account keeping, or other technical information or terminology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.
3. **Customer service;** These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

**Continued on page 2.**

**SUBJECT OF EXAMINATION: cont'd/...**

4. **Following directions (maps)**; These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
5. **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.
6. **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.
7. **School Transportation management**; These questions test for knowledge of the principles and practices involved in managing a school transportation system including regulations of the New York State Departments of Education, Motor Vehicles, and Transportation covering the operations, personnel, and equipment involved in school transportation programs.

*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: <https://www.cs.ny.gov/testing/testguides.cfm>*

**If you are filing to take exams with Rensselaer County Civil Service and any other Civil Service Agency on the same day, please complete a Cross- Filer form at time of filing. The Cross-Filer form is available at the Rensselaer County website: "[www.rensco.com/employment\\_applications.asp](http://www.rensco.com/employment_applications.asp)."**

## GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7<sup>th</sup> Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of the examination. When writing for applications, forms or information, **SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE** of the position for which you wish to apply. You may also obtain an application and examination announcement from the Rensselaer County website at [www.rensco.com](http://www.rensco.com). **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
2. Accepted candidates will be notified when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Call the Civil Service Office if you have not received your notice three (3) days prior to the date of examination.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946	June 1, 1983 to December 1, 1987*
June 27, 1950 to January 31, 1955	October 23, 1983 to November 21, 1983
December 22, 1961 to May 7, 1975	December 20, 1989 to January 31, 1990*
August 2, 1990 to end of such hostilities	

\*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal.

Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.

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 examination. 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 prove appropriate documentary proof indicating that 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.
5. 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 (10) points in a competitive examination for original appointments 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 (2) months from 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.
6. This written examination is 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 and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. 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.
7. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
8. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
9. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 must accompany your application(s) in the form of a Check or Money Order** made payable to the **Rensselaer County Civil Service Commission**. Write the examination number(s) on your check or money order. **NO CASH ACCEPTED. Applications submitted online must pay by credit card.** As no refund will be made, 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.
10. **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, you must complete a "Request for Application Fee Waiver and Certification" form and required documents with your application by the close of business on the application deadline as listed on the Examination announcement. You may obtain an Examination Fee Waiver Request and Certification Form online at [www.rensco.com](http://www.rensco.com) or from the Rensselaer County Civil Service Office. An application for examination and/or a Request for Application Fee Waiver and Certification **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
11. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.