



Municipal Civil Service Commission Examination Announcement

420 BROADWAY ~ CITY HALL
KINGSTON, NEW YORK 12401
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www.kingston-ny.gov

Open Competitive

<u>EXAMINATION TITLE:</u>	<u>Traffic Electrician</u>
<u>EXAMINATION NUMBER:</u>	<u>65174</u>
<u>EXAMINATION DATE:</u>	<u>October 11, 2014</u>
<u>SALARY</u>	<u>\$43,324 - \$50,652</u>

APPLICATIONS MUST BE POST MARKED NO LATER THAN SEPTEMBER 4, 2014.

FEE: A **\$20.00** non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order, with examination number, payable to City Comptroller, City of Kingston, 420 Broadway Kingston, NY 12401.

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, 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. You may get this form at the Civil Service Office, 420 Broadway Kingston New York 12401 or on the website at www.kingston-ny.gov.**

EXAM ELIGIBILITY: 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. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet the announced requirements. Depending on the time available before the examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will not be notified of their score.

VACANCIES: The eligible list resulting from this examination will be used to fill full-time and Part-time vacancies which may occur during the life of the list with the City of Kingston.

DUTIES: Performs skilled electrical work on traffic signals and pole-mounted outdoor lighting; Installs, inspects, maintains and repairs traffic signal and pole-mounted outdoor lights; maintains an on-call status to ensure the safe operation of the traffic signals and City lighting systems; performs other duties as required within the scope of the classification. May work on City owned buildings, parks, infrastructure and equipment related to the electric field.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND minimum one (1) year of experience in the operation of vehicles 26,000 pounds or more, Class B, CDL with air brakes endorsement; And

Four (4) years' experience in traffic signal and/or pole-mounted outdoor lighting electrical systems, including work with high and low voltages.

LICENSE AND CERTIFICATION:

Valid New York State CDL Class B with necessary endorsements at time of appointment.

Level One International Municipal Signal Association (IMSA) Traffic Signal Certificate within twelve (12) months of appointment. Level Two International Municipal Signal Association (IMSA) Traffic Signal Certificate must be obtained with twenty four (24) months of employment.

PHYSICAL TASK & ENVIRONMENTAL CONDITIONS:

Work is primarily performed in an outdoor setting with exposure to the elements, dangerous machinery and potential physical harm. There is frequent need to walk, talk, see, hear or drive, ability to lift and carry up to 50 pounds, and perform other actions during course of the workday. Ability to work @ heights of 30 feet out of an aerial truck. Sufficient mobility and dexterity of both arms to safely operate power equipment. Accommodations for physical disabilities will be considered on a case-by-case basis.

SPECIAL REQUIREMENT UPON APPOINTMENT:

- Ability to Pass a D.O.T. pre-employment drug screen and physical.
- Ability to pass a skills test (road test)
- Ability to communicate effectively both orally and written
- Ability to work independently and manage time effectively
- Good interpersonal skills
- Knowledgeable of D.O.T. regulations.
- Must be 18 years or older with a clean Driver's License.

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

1. Basic principles of electricity

These questions test for knowledge of basic electrical principles including such areas as electric circuit wiring, grounding and insulation; relationships between voltage, current, and resistance in electrical circuits; characteristics of direct current and alternating current circuits; and properties of series and parallel electrical circuits.

2. Principles, practices, tools and equipment of the electrical trade

These questions test for knowledge of the principles and practices of the electrical trade, including such areas as tools and equipment used, proper electrical circuit wiring procedures, and appropriate methods of providing safe, efficient, and effective electrical service.

3. Operation, maintenance and repair of traffic signals and electrical control equipment

These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of various types of traffic signals and related electrical control equipment; and may include such areas as the physical characteristics of traffic signals; proper electronic sequencing, control, and operation of traffic signals; operation of traffic detector circuits; and application of the standards of the New York State Manual of Uniform Traffic Control Devices to traffic signals.

4. Basic electronics, including circuitry, schematics, wiring diagrams and tools and test equipment used in electronic repair

These questions test for knowledge of the concepts, principles, and practices involved in basic electronics, including circuitry, schematics, and wiring diagrams, and the tools and equipment used in the repair of electronic equipment; and may include such areas as the concepts of voltage, current, and resistance; the identification and function of circuit and solid state components; the ability to interpret electronic schematics and wiring diagrams; and identification of the appropriate tools, test equipment, and procedures to use in troubleshooting, maintaining, and repairing electronic equipment.

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

CALCULATOR STATEMENT: Use of a calculator is **ALLOWED**.

SPECIAL NOTE: 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 Civil Service Office, 420 Broadway, Kingston, NY 12401 as soon as possible before the test date.

PREPARATION/RATING OF EXAMINATIONS RULE: 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

CROSS FILER STATEMENT: Applications may be obtained on our website at www.kingston-ny.gov or at the Civil Service Office, City Hall, 420 Broadway, Kingston, NY or by sending a legal-size self-addressed stamped envelope to: Municipal Civil Service Commission, 420 Broadway Kingston, NY, 12401. Application received/postmarked after the filing deadline will not be accepted. This department does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay. 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 make arrangements to take all your examinations at the State Examination Center by calling (518)457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than **TWO** weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Upon specific circumstances an alternate test date may be arranged. If a medical emergency prevents you from appearing for the examination, please notify this office no later than 4:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

WEATHER EMERGENCIES: in case of adverse weather conditions, any delay or cancellation, notice will be broadcast over local radio stations (WKNY, 1490) & (WGHQ, 920) 6 a.m. and 8 a.m. on the date of the 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.

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.

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 additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent had 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.

BACKGROUND INVESTIGATION: Applicant may be required to undergo a State and National criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background checks may result in disqualification.