



CAREER OPPORTUNITY
SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 06/13/2013

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR
ENGINEERING TECHNICIAN

EXAMINATION#69-615

ENGINEERING TECHNICIAN, Saratoga County. At the present time there is one vacancy in the Department of Public Works. The results of this eligible list will be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$51,098

LAST DAY TO FILE IS AUGUST 21, 2013

DATE OF THE EXAMINATION IS SEPTEMBER 21, 2013

NOTICE: **SATURDAY SABBATH OBSERVERS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the written test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of \$10.00 (Residents and Non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. Please make checks payable to the **Saratoga County Treasurer's Office**. **This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.**

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. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for performing moderately difficult engineering work associated with the civil engineering field projects or in an engineering office for the County Department of Public Works. Work assignments are received from a higher-ranking employee with the scope of the work to be performed already defined. The incumbent will use independent judgment in planning work details and in making technical decisions on routine problems. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor of Science in Civil Engineering with one (1) year of full-time paid experience in surveying, drafting or related technical work; Or
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Engineering Science, Civil Engineering Technology or Architectural Technology and two (2) years of full-time experience as described above; Or

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

1. **Mathematics, including algebra, geometry and trigonometry:** These questions test for the ability to read, analyze and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.

2. **Understanding and interpreting engineering plans and descriptive specifications:** These questions test for the ability to read and analyze technical drawings and written technical presentations, and to perform related computations. Some technical knowledge of construction and estimating terminology and methods will be required.

3. **Land surveying principles and practices, including map interpretation:** These questions test for fundamental 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 topographic and survey maps and site plans.

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

5. **Engineering specifications and estimates:** These questions test for knowledge of the principles and practices of specification writing; the ability to read and analyze specifications and other technical written material for public works projects; and the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper methods of construction for specified projects will be required.

6. **Principles and practices of civil engineering and technology:** These questions test for knowledge of technological and 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.

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

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ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

NOTICE TO CANDIDATES: "UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

Devices with "Typewriter Keyboards," "Spell Checkers," "Personal Digital Assistants," "Address Books," "Language Translators," "Dictionaries," or any similar devices are **prohibited.**

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 85a OF THE CIVIL SERVICE LAW: 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

SECTION 23.2: This entire 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 which deal with the rating of examinations will apply.

APPLICATIONS: You may get application forms by writing, down loading from our web site@ www.saratogacountyny.gov phoning #885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER