

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 4/7/20  
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PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

### TRANSPORTATION SUPERVISOR

#### EXAMINATION# 65-480

**TRANSPORTATION SUPERVISOR**, Saratoga County. The results of this eligible list will be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Human Resources Department. IF YOU HAVE PREVIOUSLY APPLIED FOR THIS EXAM YOU DO NOT NEED TO REFILE AN APPLICATION.

**SALARY:** VARIES WITH LOCATION

**LAST DAY TO FILE IS MAY 11, 2021**

**DATE OF THE EXAMINATION IS JULY 17, 2021**

**NOTICE: RELIGIOUS ACCOMMODATIONS-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 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. **Check or money order only. CASH WILL NOT BE ACCEPTED!** Please make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. 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.

**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, or if you are an honorably discharged Military Veteran (DD214). **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 Human Resources Office or on our website at [www.saratogacountyny.gov](http://www.saratogacountyny.gov).**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. Because the transportation of children is involved, the safety factor is of utmost importance. Consequently, the incumbent must be aware at all times of the need to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The class differs from Head Bus Driver, Head Automotive Mechanic or equivalent titles because of the overall direction of the transportation program including the supervision of maintenance and repair staff as well as Bus Drivers. The work is performed under general supervision of the Business Manager or other school administrative official allowing considerable leeway for the exercise of independent judgement. Supervision is exercised over the work of all subordinate transportation personnel and in smaller School Districts supervises Groundskeepers. Does related work as required.

## **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Business Administration or Transportation Management and two years of experience in the transportation operations field; or
- (B) Graduation from high school or possession of a GED and four (4) years of experience in maintenance and repair of automotive equipment; or
- (C) Graduation from high school or possession of a GED and four (4) years of experience in the operation of multi passenger vehicles or the dispatching of motor equipment.

**THE WRITTEN TEST** is designed to evaluate knowledge, skills and /or abilities in the following areas:

**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.

**Bus driving practices and techniques.** This subtest tests for a knowledge of proper practices and techniques for maneuvering a bus. The subjects covered may include braking, accelerating, passing, turning, stopping, and mirror use. In addition, the candidates are asked to choose proper courses of action for certain crisis situations including reacting to accidents, fires, and violence.

**Bus driver recordkeeping and scheduling.** These questions test for knowledge of bus driver recordkeeping, working with simple bus driver records, creating bus routes, bus scheduling, and related terminology. All the information needed to answer these questions will be provided in the test booklet.

**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.

**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.

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

**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 ALLOWED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS.

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 the Saratoga County Human Resources Department, 40 McMaster St., Ballston Spa, NY 12020, downloading from our website @ [www.saratogacountyny.gov](http://www.saratogacountyny.gov), calling 518-885-2225 or in person. 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 WITH AN AFFIRMATIVE ACTION PLAN"**