



# Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

Maggie Brooks  
County Executive

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Director

## Monroe County Department of Environmental Services

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### P-72975

### Asset Coordinator – Physical Services

Application Fee:	<b>None</b>
Examination Date:	<b>May 10, 2008</b>
Closing Date for Filing:	<b>April 2, 2008</b> – Applications must be filed in our office or postmarked by this date
Salary:	<b>\$37,030 - \$47,430 Annually</b>
Current Opening:	<b>The results of this examination may be used to fill one (1) position in the Monroe County Department of Environmental Services.</b>
Employment Opportunities:	<b>The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.</b>

#### Minimum Qualifications:

Candidates must be permanently employed in the **Monroe County Department of Environmental Services** and must have served continuously on a permanent basis for **twelve (12) months** holding the competitive position of **Assistant Manager of Mechanical Equipment or Wastewater Equipment Specialist** or **twenty-four (24) months** holding the non-competitive position of **Maintenance Technician Operator** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

#### Description of Duties:

This position is responsible for coordinating and further developing the county-wide shared equipment program, including fleet and heavy and light equipment, and alternative fuels, in order to eliminate redundancy and reduce waste caused by the inefficient use of multiple pieces of idle equipment. Duties include the utilization of a computer-based asset valuation program that maintains purchase price, depreciation values, maintenance costs and fuel consumption which, in turn, evaluates the gross and net value of a sector's fleet. Duties also involve directing and guiding departments and staff through the vehicle and equipment acquisition process. The employee reports directly to, and works under the general supervision of, the Manager of Maintenance Support or other higher-level staff member. General supervision is exercised over a subordinate staff.

#### Scope of Examination

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

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,

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An Equal Opportunity Employer

**Asset Coordinator – Physical Services, P-72975  
(Monroe County Department of Environmental Services)**

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. Specification writing, including use of trade publications, technical bulletins, and other appropriate specification sources

These questions test for knowledge of the principles and practices involved in developing appropriate purchase and contract specifications, including proper wording and correct use of product descriptions, diagrams, and technical performance requirements, and use of appropriate reference sources such as professional organization and trade group standards, manufacturers brochures, and technical publications.

4. Scheduling work and equipment

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

5. Keeping simple inventory records

These questions test your skill in following instructions in order to keep accurate records of different materials received and distributed from a central location. You will be given written directions for a set of records and forms on which records are kept. You are to complete these forms from partially completed records or from lists of materials, then answer questions about the completed records. You may be asked to compute total costs from quantities and unit prices. The ability to add, subtract, multiply and divide will be required. Specific knowledge of record keeping systems and techniques will not be needed.

6. 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.

7. 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.

**Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being 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, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Asset Coordinator – Physical Services, P-72975  
(Monroe County Department of Environmental Services)**

**Candidates must record the Exam Number and Title on the Application.**

**Seniority:**

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year .....	0 Points
1 year up to 6 years .....	1 Point
Over 6 years up to 11 years .....	2 Points
Over 11 years up to 16 years .....	3 Points
Over 16 years up to 21 years .....	4 Points
Over 21 years up to 26 years .....	5 Points

Seniority points will be calculated at the time of examination.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** March 4, 2008