

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION
245 Washington Street, Room 201B
Watertown, New York 13601
www.watertown-ny.gov

Issued: January 18, 2018

ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR
Modernization Manager (WHA)
EXAM # 67-697

FILING FEE: \$15.00 non-refundable fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are not accepted.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, **March 3, 2018**

LAST FILING DATE: Applications must be **received** no later than close of business (5 PM) **January January 31, 2018**

VACANCIES: This list will be used to fill vacancies as they occur in the Watertown Housing Authority.

SALARY: \$51,338 - \$65,317

RESIDENCY REQUIREMENT: There is no residency requirement for this examination.

DUTIES OF THE POSITION: This is the senior level of the Building Rehabilitation series and is responsible for the overall project development, scheduling, assigning, and review of modernization and construction projects at the Authority. Responsibilities may include scheduling multiple work projects, developing project and annual budgets, coordinating with contract staff, and reviewing project designs to ensure compliance with applicable codes and standards. The work is performed under general supervision allowing for the exercise of independent judgment in carrying out details of the work. The incumbent does related work as required. A complete job description is available from the Civil Service Commission.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Engineering, Mechanical Technology, or related field and three (3) years of experience in engineering, mechanical technology, or related field; or
- (B) Associates Degree in Engineering, Mechanical Technology, or related field and five (5) years of experience in engineering, mechanical technology, or related field, or
- (C) Any combination of training and experience as defined by the limits of (A) and (B) above.

Licensing requirements: Valid NYS driver's license appropriate for the vehicles to be operated

SPECIAL NECESSARY REQUIREMENT:

Must complete appropriate training as necessary including, but not limited to inspection training (i.e. Uniform Physical Condition Standards training) within two (2) years of appointment.

SCOPE OF EXAMINATION: There will be a written test which you must pass with a score of 70 or higher in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

- 1. Principles and practices of building construction** - These questions test for knowledge of the concepts, proper procedures, and computations used in the construction and renovation of buildings and related facilities, including structural members, roofs, walls, windows, doors, insulation, foundations, exterior features, and site work.
- 2. Drawings, specifications and contract documents** - These questions test for knowledge of typical building construction contract and specification requirements; and the ability to read, analyze, and perform computations and quantity and cost estimates based upon technical drawings and plans of various types of buildings and related structures.
- 3. Building construction quantity and cost estimates** - These questions test for knowledge of building construction estimating concepts and techniques and the ability to perform quantity and cost estimate computations based on written specifications and building and related facility drawings and plans. Knowledge of how construction materials are utilized in specified projects is required.
- 4. Coordination and oversight of multiple-contract projects** - These questions test for knowledge of the concepts, terminology, proper procedures, and computations used in the planning, scheduling, and supervision of complex building related projects and contractual agreements, and may cover such areas as scheduling techniques including the critical path method; the contract change order process; and the proper resolution of technical, financial, and contractor related problems.

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ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the Civil Service commission.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

RATINGS REQUIRED: Unless the announcement states otherwise, this 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 Laws, 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.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. The eligible list resulting from the promotional exam, if binding, will be used first.

CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov