

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
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Ulster County Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams>
AN EQUAL OPPORTUNITY EMPLOYER

NO FILING FEE FOR THIS EXAMINATION

#60003030 BRIDGE FABRICATION SPECIALIST

OPEN-COMPETITIVE EXAMINATION

LAST DATE FOR FILING APPLICATIONS: March 5, 2025

EXAMINATION DATE: April 5, 2025

SALARY: The 2024 starting salary is currently listed at \$33.48 per hour

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement(s) on or before the date of the examination:

Either:

- A. Four (4) years of experience in the fabrication of equipment or fixtures constructed with structural steel utilizing welding equipment, two (2) years of which must have been in a supervisory capacity; **OR**
- B. Three (3) years of experience in the fabrication, maintenance, and repair of bridges, two (2) years of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: At time of appointment, must possess a valid New York State Driver's License appropriate for the equipment being operated.

Special Requirement for Positions in Ulster County Department of Public Works:

Candidates for employment in this position must possess a valid New York State Motor Vehicle Class B Commercial Driver's License (CDL), with required endorsements, if any, at time of appointment.

New York State Class B CDL Driver License Vehicle Description: Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs. Class B may tow vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 lbs. or less, or may tow a vehicle of more than 10,000 lbs. providing the Gross Combination Weight Rating (GCWR) is not more than 26,000 lbs.

APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

DISTINGUISHING FEATURES OF THE CLASS: This is a working supervisory position involving responsibility for supervising and participating in tasks related to the fabrication of County highway bridges. The employee is under the general supervision of the Bridge Supervisor with work assigned and reviewed periodically and upon completion. Most of the detailed decisions regarding the methods and materials to be used are left to the Bridge Fabrication Specialist. Immediate supervision is exercised over employees assigned to the fabrication facility. The incumbent also supervises and participates in the work of a small crew engaged in bridge fabrication, maintenance, and repair, personally performing those tasks requiring special skills or experience. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Bridge reconstruction, maintenance, and repair

These questions test for knowledge of the proper methods, materials, and equipment used in the upkeep of bridges and bridge abutments and may include such areas as concrete and pavement maintenance, steel maintenance including sandblasting, painting, and welding, appropriate environmental and worker protection safeguards, and snow and ice removal and control.

Safety practices

These questions test for knowledge of and the ability to apply safety principles related to public works construction zones, including traffic control, safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.

Plans, specifications, and technical instructions

These questions test for the ability to understand, analyze, and perform computations based on technical drawings and written presentations related to public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.

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.

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATORS: "Unless specifically prohibited, candidates are permitted to use non-programmable, quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.

This examination is being 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 dealing with the rating of examinations will apply to this test.

VETERANS CLAIMING ADDITIONAL CREDITS: Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

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 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.

Applications **MUST** be filled out electronically within the Ulster County Civil Service Examinations Portal, <https://ulster-portal.mycivilservice.com/post/exams>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department
County Office Building, 244 Fair Street, 5th Floor
Kingston, NY 12401

CRIMINAL BACKGROUND INVESTIGATION POLICY: In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

SPECIAL NOTE: All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. Please indicate your intentions within the REMARKS text box on the application for examination.

If you have applied for both State and local government examinations, you must inform the Ulster County Personnel Department of your intent to participate in both exams no later than **two weeks** before the date of the examinations.

When taking local and State examinations on the same day, all of these examinations must be taken at the State test site. You will be informed by letter when and where to report for the examinations and you should bring the Ulster County admission notice with you to the State test site along with the State admission notice you will receive from the State.

If you have applied for other local government examinations, you must inform all local government civil service agencies of the test site at which you wish to take your examination(s) no later than **two weeks** before the date of the examinations.

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Please indicate your intentions within the REMARKS text box on the application for examination.

*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

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ORIGINAL COPY: YELLOW

ISSUED: February 5, 2025

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