

Issued: September 9, 2010

**Albany Municipal Civil Service Commission
City Hall Room 301
Albany, New York 12207
Telephone: (518) 434-5049**

PLEASE POST CONSPICUOUSLY

**AN OPEN COMPETITIVE EXAMINATION FOR ENGINEERING PROJECT MANAGER,
EXAM #66-376**

FILING FEE: \$7.50 NON-REFUNDABLE filing fee for each application submitted. Make check or money order payable to the **Albany City Treasurer**. *Include exam number and last four (4) digits of your social security number on the check.*

TO BE HELD: Saturday, December 11, 2010. Candidates will be notified by mail of time and location.

LAST FILING DATE: Applications must be received in this office by Friday, September 24, 2010.

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

VACANCY: Resulting eligible list to be used to fill vacancies in the City of Albany.

STARTING SALARY: \$73,497/Annual

DUTIES OF THE POSITION: This is a professional, administrative and technical civil engineering position which requires supervision over surveying, design, construction and maintenance of public works projects. The work is performed under the supervision of the City Engineer, with discretion allowed for the use of independent judgment in carrying out the duties of the position. Coordination and supervision is exercised over the work of subordinates within the office and on related projects.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications by the date of the examination.

I. Experience Requirement:

Graduation from a New York State registered or regionally accredited four (4) year college or university whose curriculum is accredited by the Engineer's Council for Professional Development with a Bachelor's Degree, or higher level degree, in civil engineering and five (5) years of paid satisfactory engineering experience in the practice of engineering for public infrastructure projects.

II. License Requirement:

Professional Engineer's license with current registration in New York State, or current registration as a Professional Engineer in any state where licensure was obtained by means of a written examination. Persons registered in another state, if accepted to this position, must file a completed licensure application with the New York State Education Department within two (2) months of the date of hire and must secure a New York State Professional Engineer's license within twelve (12) months in order to continue employment.

**APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT
THE CITY OF ALBANY WEBSITE: <http://www.albanyny.gov>**

GENERAL INSTRUCTIONS TO APPLICANTS

#1 AGE LIMITS:

Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

#2 APPLICATION FORMS:

Forms can be obtained by visiting the:

Civil Service Commission

City Hall Room 301

Albany, New York 12207

Phone: (518) 434-5049

<http://www.albanyny.gov>

A standard application must be filed for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

#3 VETERAN'S CREDITS:

For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

#4 TRANSCRIPTS:

Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

#5 ADMISSIONS TO EXAMINATION:

The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.

Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean

that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

#6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:

If special arrangements for testing are required, indicate this on your application form.

#7 RATINGS REQUIRED:

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

#8 MEDICAL EXAMINATIONS:

Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

#9 ELIGIBLE LISTS:

Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.

Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

#10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY CREDITS:

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.

**FILE YOUR APPLICATION IMMEDIATELY
AN EQUAL OPPORTUNITY EMPLOYER**

RESIDENCE: Candidates must have been legal residents of Albany, Columbia, Greene, Rensselaer, Saratoga, Schoharie or Schenectady County for at least thirty (30) days immediately preceding the date of the written examination.

***Preference in appointment may be given to successful candidates who have been legal residents of the City of Albany for at least thirty (30) days immediately preceding the date of the written exam.

*****RESIDENCY REQUIREMENTS**

- 1) An applicant for competitive examination must be a legal resident on the date of the examination and must have been a legal resident of the City of Albany for at least thirty (30) days immediately preceding the date of such examination, unless otherwise mandated by law. This residence requirement may be suspended or reduced by the Commission in cases where recruitment difficulties make such requirement disadvantageous to the public interest.
- 2) When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.

SCOPE OF THE EXAMINATION

There will be a written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Principles and practices of civil engineering

These questions test for knowledge of 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.

3. Engineering plans, specifications and estimates

These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.

4. Methods and materials of construction

These questions test for knowledge of the proper procedures and materials used in the construction, maintenance and repair of various types of public works projects, including such typical construction work as excavations, roadways, embankments, and building and related structural improvements.

5. Construction, reconstruction and repair of streets, sewers, waterlines and other related structures

These questions test for knowledge of the engineering concepts, practices, testing procedures, materials and computations used in the installation, repair and upkeep of streets, curbs, sidewalks, abutments, retaining walls, sewage and water systems, and related appurtenances.

6. Principles of project management, including contracts, contract administration and construction economics

These questions test for knowledge of the concepts, terminology, proper procedures and computations used in the planning, scheduling and oversight of contractual agreements for public works projects, including economic and scheduling techniques such as cost/benefit analysis and the critical path method.

7. 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.

NOTE: Candidates are **RECOMMENDED** to use a quiet, hand-held, solar or battery powered calculator. Devices with typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries or any other similar devices are prohibited. **YOU MAY NOT BRING HIGHLIGHTERS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.**

CROSS-FILER STATEMENT: If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State & Local government examinations, you must make arrangements to take all of your examinations at the STATE examination center by calling (518) 474-6470 no later than 14 days before the test date.

If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

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. **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. "Request for Application Fee Waiver and Certification" forms may be obtained at the Albany Municipal Civil Service Commission Office: Albany City Hall Room 301, Albany, New York 12207**