

Issued: July 14, 2015

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021
announces an open competitive examination**

EXAMINATION #66-888

***** MUNICIPAL SOLID WASTE/RECYCLING OFFICER *****

**EXAMINATION DATE: September 12, 2015
LAST FILING DATE: August 10, 2015
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: August 10, 2015**

Salary: \$16.95 - \$25.15 per hour – Part Time
\$35,246 - \$52,314 – Full Time

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and (1) One year of experience in the enforcement of municipal codes or regulations or in publicizing a program related to trash, recycling or solid waste management and one year experience in the staffing, planning and managing of curbside refuse and recycling collection activities. New York State Class B License with Air Brakes Required.

Vacancy: At present, One Part Time vacancy exists in the City of Auburn. The eligible list established as a result of this examination will be used to fill vacancies for Part Time and Full Time Officers as they occur.

Residency Requirement: Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must to comply with the residency requirements outlined in your contract.

Application Fee: The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

- Send Check or Money Order payable to the **CITY TREASURER**
- Write the Exam Number on the Check or Money Order -
- **DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

Distinguishing Features of the Class:

The work involves responsibility for interpreting, publicizing and enforcing the laws and regulations of The Solid Waste ordinance. Under the general supervision of the Superintendent of Public Works or the Sanitation Supervisor, an employee in this class patrols the municipality to ensure that recycling/solid waste laws are followed and to identify violators and initiate steps to resolve the violations; these regulations are applicable to places of business as well as residents. The employee is also responsible for publicizing the recycling program in the community to ensure cooperation and compliance and to update the public of changes in the laws and regulations. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Supervision of employees is not exercised in this class. Does related work as required.

Subject of the Examination:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

2. Principles of litter and garbage control

These questions test for knowledge of the principles and practices involved in the fields of litter and garbage control, including proper and efficient litter control and garbage collection processes, types of materials typically found in litter and garbage, the proper classification, handling, and collection of these materials, and safe operating practices when working on litter control and garbage collection activities.

3. Principles and practices of sanitary inspection

These questions test for knowledge of the appropriate practices and methods to use when conducting sanitary inspections of various types of properties including residential and commercial buildings, yards, lots, sidewalks, driveways, alleyways, and street fronts, proper adherence to inspection procedures, dealing with residents, property owners, and businesses, procedures for handling violations, and inspection record keeping.

4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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: www.cs.ny.gov/testing/localtestguides.cfm

Calculators: Use of calculators is ALLOWED

Candidates are permitted 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. **No beepers or cell phones are allowed in the examination room.**

Religious Observer: If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), you must note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

Special Accommodations: If you are a person with a disability and need accommodation in order to participate in the examination, please note on application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

Military/Active Duty: A candidate who is approved to take this examination and who is serving on active duty on the date of this exam, may be eligible for a military make-up exam at a later date.

Veteran's Credits: Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran credits. The applications for veteran credits are available in the Auburn Civil Service Office. All veteran credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

Multiple Examinations on Same Day (Cross Filers): If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

How to apply: You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8:00am and 4:00pm. Applications also available on the City of Auburn Civil Service website: www.auburnny.gov. To request by mail, send a self-addressed (.96 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall (Room 211)
24 South Street
Auburn, NY 13021

Time and Place of Examination: Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office

Weather Emergency/Exam Cancellation Policy: Listen to your local TV/Radio station for information: TV: Channel 3 (WSTM), 5 (WTVH), 9 (WIXT) RADIO: WAUB(1590 AM) WGVA (98.5 AM) WMBO /WPCX(1340AM/106.9 FM) WNYR (98.5 FM), WLLW(99.3FM, WSEN, WFBL.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

General Instructions and Information

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have

moved.

MUNICIPAL SOLID WASTE/RECYCLING OFFICER

Page 5

5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission

Daniel J. Emmi

Diane R. Gove

John C. Hardy

An equal opportunity employer