



Ernest D. Davis
Mayor

CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION
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Crystal Collins
Secretary

EXAMINATION **PARKING METER WORKER** **OPEN-COMPETITIVE EXAMINATION #69-308**

DATE OF EXAMINATION: Saturday, December 5, 2015
PLACE OF EXAMINATION: AB DAVIS MIDDLE SCHOOL, Mt. Vernon, NY @8:30 a.m.
APPLICATION CLOSING DATE: November 5, 2015 @ 3:00pm
SALARY RANGE: \$48,743.43 - \$68,269.80

This examination is being given for the purpose of establishing an eligible list to fill appropriate vacancies as they occur in the City of Mount Vernon.

RESIDENCY REQUIREMENTS: Candidates must be a resident of the City of Mount Vernon for not less than one year prior to the examination date.

Applications are available in the Mount Vernon Municipal Civil Service Commission Office Monday through Friday from 8:30 AM to 4:00 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 103 - City Hall, One Roosevelt Square, Mount Vernon, NY 10550. Applicants may also obtain applications from the City of Mount Vernon's website at www.cmvny.com. All applications must be returned to the Civil Service Commission Office on or before the application deadline date, **NOVEMBER 5, 2015 at 3:00pm**.

Applications received via mail will not be accepted if postmarked after the closing date deadline of NOVEMBER 5, 2105.

APPLICATION FEE INFORMATION: A non-refundable fee of \$15.00 is required for this examination. Only MONEY ORDERS WILL BE ACCEPTED and MUST BE MADE PAYABLE TO: THE CITY OF MOUNT VERNON. CASH AND CHECKS WILL NOT BE ACCEPTED. If you are disqualified from or fail to appear for the examination, your fee will NOT be returned.

FEE WAIVER INFORMATION: A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payments, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of an equivalency diploma recognized by the New York State Education Department; PLUS One year of experience in mechanical repairs.

SPECIAL REQUIREMENTS FOR APPOINTMENT TO THIS POSITION:

- (A) Possession of a valid New York State Driver's License
- (B) Eligibility for a Surety Bond
- (C) No felony convictions.

DISTINGUISHING FEATURE OF THE CLASS: Performs parking meter collections and repair work, under the direction of the 2nd Deputy Commissioner of the Planning Department. This work consists primarily of the collection of monies from the coin boxes, and the making of minor repairs to the meters and erection of posts. Does related duties of required.

SUBJECTS OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in the following areas:
ARITHMETIC COMPUTATIONS;

1. OPERATION AND MAINTENANCE OF MECHANICAL DEVICES;
2. USE AND IDENTIFICATION OF TOOLS;
3. OPERATION AND SERVICING OF PARKING METERS.

EXPANDED SCOPE STATEMENT:

1. **ARITHMETIC COMPUTATIONS** – These questions test for the ability to perform basic mathematical operations and may involve solving problems involving computations in such areas as addition, subtraction, multiplication, division, fractions, decimals and percents.
2. **OPERATION AND MAINTENANCE OF MECHANICAL DEVICES** – These questions test for knowledge of the general principles involved in the maintenance of mechanical devices and for the ability to understand the operation of various types of mechanical devices such as gears, pulleys, levers, valves and similar types of mechanical equipment.
3. **USE AND IDENTIFICATION OF TOOLS** – These questions test for knowledge of the characteristics and appropriate uses of various types of hand tools and for the ability to properly identify diagrams of various tools.
4. **OPERATION AND SERVICING OF PARKING METERS** - These questions test for knowledge of the construction and operating characteristics of parking meters and the proper procedures used to service and repair these meters.

CALCULATORS ARE ALLOWED: Cell phones, beepers, smart phones or any other kind of communication devices will not be permitted in the building. Failure to comply will result in your removal from the building and may result in the disqualification of your examination.

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.

Candidates are required to attain a final average rating of 70% in order to have their names placed on the eligible list established as a result of this examination. This examination will be announced and will be 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 rating of examinations will apply to this examination.

Any applicants wishing to claim veteran’s credits must do so at the time of filing his/her application. You must submit your form DD214 (discharge).

APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON

THE SAME DATE: If you have applied for any other Civil Service Exams for employment with NY State or any other local government jurisdiction, you must make arrangements to take all the exams at ONE test site. If you have applied for both STATE and LOCAL government exams, you must arrange to take all your exams at the STATE exam center by calling (518) 457-7022 no later than two (2) weeks before the test date.

SABBATH OBSERVERS AND DISABLED PERSONS: If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

ALTERNATE TEST DATE POLICY: Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing no later than the Friday before the test date and provide verifiable documentation of the reason. A determination will be made as to if an alternate test date will be scheduled.

SPECIAL REQUEST FOR MAKE-UP EXAM DUE TO ACTIVE MILITARY DUTY: A make-up test will be available for this examination for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge to take the test. Applicant must submit to this office a copy of military orders or other official military document that substantiates active military service prior to the make-up test.

In conformance⁴ 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/her parent has served. If you are qualified to participate in this examination, please inform this office of this matter when you submit your application. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify credit eligibility. However, no credit may be added after the eligible list has been established.

It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.