THE CITY OF BUFFALO IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF BUFFALO

CIVIL SERVICE EXAMINATION

OPEN TO THE PUBLIC

The City of Buffalo offers online filing. You may complete and submit your application online at the City of Buffalo website: www.city-buffalo.com. Click the "APPLY HERE" link and follow the instructions.

Motor Equipment Mechanic
No. 63147 ($31,415 - $46,023)
(salaries are subject to change and may vary according to Department)

A NON-REFUNDABLE APPLICATION PROCESSING FEE OF $15.00 MUST ACCOMPANY YOUR APPLICATION, CHECK, CASH OR MONEY ORDER.
If using a check for payment, your check must clear to complete processing.
Check with Civil Service office for fee waiver info.

ANTICIPATED VACANCIES: 1

MINIMUM QUALIFICATIONS: Required education/experience must be clearly described in detail on application. (Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application.)
The following qualifications must be met at time of filing application.

Applicants must meet one of the following:

(A) Associates Degree from an accredited junior college or technical institute in the field of **Automotive Technology** or a **related Automotive Technology/Automotive Mechanics field;**

OR

(B) Graduation from a Vocational High School or an Adult Education Course in a Vocational High School in an **Automotive Mechanic's Program** and **one year** of full-time experience as an apprentice or automotive mechanic helper performing all types of repair work on motorized vehicles;

OR

(C) **Three years** of full-time experience as an apprentice or automotive mechanic helper performing all types of repair work on motorized vehicles;

OR

(D) An equivalent combination as defined within the limits of (A) through (C).

Special Requirements

1. Possession of a current **Class D NYS Drivers License OR Class B NYS Commercial Drivers License** which must be presented at time of appointment. **(License must be maintained during employment.)**
   Applicants who possess a **Class D NYS Drivers License** will be eligible to be certified to the **Departments of Administration and Finance, Police, Housing Authority and Board of Education ONLY**.
2. All applicants hired in the **Department of Public Works, Parks and Streets, Buffalo Fire Department and Buffalo Sewer Authority** will be required to posses and maintain a **Class B NYS Commercial Driver's License** and may be required to upgrade to a **Class A NYS Commercial Driver's License** during employment. **(License must be maintained during employment.)**
   NOTE: Applicants who possess a **Class A or B NYS Commercial Driver's License** will be eligible to be certified to **ALL city departments or agencies** where the position is located.
3. All candidates may be required to be licensed and certified by the NYS Department of Motor Vehicles to provide state inspections on vehicles. This license and certification may be required in various departments as needed and must be obtained within six (6) months of appointment.

NOTE: Verifiable part-time experience will be pro-rated to meet the full time experience requirement.

THIS EXAM IS ALSO BEING OFFERED ON AN OPEN COMPETITIVE & PROMOTIONAL BASIS

NOTE: Most civil service written tests do not require the use of a calculator. However, candidates have the option of bringing a hand-held, battery- or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are **prohibited.** You may not bring books or other reference material. Cell phones and any other electronic devices are also prohibited.

FINAL FILING DATE	EXAMINATION DATE
December 9, 2016	**January 21, 2017**

(11/9/16)

GENERAL INFORMATION

ELIGIBLE LIST: The term of the eligible list resulting from this examination will be one year and may be extended up to four years. Candidates will be ranked on the resulting eligible list in the order of their final ratings, with the name of the candidates with the highest final rating at the head of such list.

SALARY: The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Department of Human Resources and vacancies may, therefore, be filled at a higher or lower salary than the announced salary.

APPLICATIONS: Applications may be obtained at the office of the Department of Human Resources, Room 1001 City Hall, Buffalo, N. Y. Applications must be filed within the filing period on any business day before 4:00 p.m. in Room 1001 City Hall. The Commissioner of Human Resources reserves the right to accept applications for an examination subsequent to the filing period but prior to the date of the examination for an adequate reason. Notice to report for the test will be mailed to you prior to the examination date. Call this office if you have not received your notice three (3) days before the date of the test.

MEDICAL EXAMINATION: After receiving an offer of employment, candidates may be required to pass such medical examination(s) and must be certified as qualified to perform the essential functions of the position for which he/she is to be employed.

VETERANS: If you are entitled to Veteran's credits, you should claim these credits when you file your application (and attach a copy of your DD214 military discharge), but you have an option to waive them any time prior to appointment. Be sure you enter all information regarding your claim as required on the application regardless of whether or not you have previously established your claim for such credits with a local civil service agency or the New York State Department of Civil Service. If you have previously used these credits for permanent appointment to a civil service position, you may *not* claim them again.

SATURDAY RELIGIOUS OBSERVERS – PERSONS WITH DISABILITIES: If special arrangements for testing are required, please file a supplemental form with your application. These forms can be obtained at Room 1001 City Hall upon request.
In accordance with State Law and Section 504 of the Federal Rehabilitation Act of 1973, as amended, the City of Buffalo does not discriminate against persons with disabilities in access to employment, during employment, or in any of its programs and activities.

Note: Fingerprints are sometimes required at the time of appointment; when required, a fee must be paid by the appointee.
This announcement is being issued and the examination will be held in compliance with the New York State Civil Service Law and the Rules and Regulations of the Department of Human Resources/Civil Service Administration.

RESIDENCE: Residence is a requirement for all positions. In the absence of clear and convincing evidence to the contrary, an applicant shall be deemed a non-resident if he/she cannot show ninety (90) days of continuous and uninterrupted residence in the City of Buffalo prior to filing application.

PLEASE TAKE NOTICE THAT THE ORDINANCES OF THE CITY OF BUFFALO MANDATE CONTINUOUS RESIDENCY IN THE CITY DURING YOUR EMPLOYMENT, EXCEPT FOR POSITIONS SPECIFICALLY EXEMPT UNDER STATE LAW.

CHANGE OF ADDRESS: Change of address notification must be made IN WRITING to the Department of Human Resources/Civil Service Administration. Please include name, previous address, new address, social security number and title of exam(s).

SUBJECT OF EXAMINATION - Written Test.....Relative Weight 100%

EXAMINATION WILL TEST FOR KNOWLEDGE, SKILLS AND/OR ABILITIES IN SUCH AREAS AS:

1.) Maintenance and repair of motor vehicles
2.) Operation, maintenance, and repair of automotive, truck and heavy highway maintenance equipment
3.) Tools and test equipment used in the maintenance of automotive equipment
4.) Maintenance and repair of mechanically and electronically controlled internal combustion engines

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EXAMPLES OF WORK (Illustrative Only):

Performs all types of repairs on automobiles, trucks, tractors, bulldozers, graders, snow plows and other automotive or motorized vehicles and equipment including but not limited to adjusting and cleaning of spark plugs, tune up gas and diesel engines, adjusting carburetors, repairing faulty wiring, hydraulics, electronic fuel injection and sensor systems, anti-lock brake systems, fixing flat tires, repair drive trains in all types of vehicles and any other repairs that are required;
Performs all types of the above repairs on fire apparatus including the testing and repairing of fire pumps and aerial ladder devices;
Performs general repairing, installation, alignment and overhauling of motors and engines, transmissions and differentials and related parts and equipment;
Operates various types of mechanics tools, shop tools, pullers, forklifts, chainfalls, lift jacks and jack stands, body repair tools and greasing equipment while performing repairs;
Operates a personal computer to run diagnostics and computerized manuals;
May be required to do some burning and welding;
Is responsible for keeping work area in good housekeeping order;
May be required to perform body repairs, painting and undercoating;
May be required to operate a tow truck for picking-up and transporting to city garage disabled vehicles or equipment on the roadway, for repair;
May be required to perform Motor Vehicle Inspection checks;
Maintains daily records and related log of work performed;
Performs related work in connection with the maintenance and repair activities of the repair shop.
In addition to the above duties, individuals assigned to the Buffalo Fire Department must also perform all types of the above repairs on fire apparatus including the testing and repairing of fire pumps and aerial ladder devices;

EXPANDED SUBTEST DESCRIPTIONS:

1. Maintenance and repair of motor vehicles - These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.

2. Operation, maintenance, and repair of automotive, truck, and heavy highway maintenance equipment – These questions test for knowledge of the operating characteristics of various components of automotive and heavy motor vehicle equipment and the proper maintenance and repair procedures to use on this equipment.

3. Tools and test equipment used in the maintenance of automotive equipment – These questions test for knowledge of the correct procedures to use when checking, maintaining, and repairing automotive equipment, including the proper and safe use of various tools, instruments, circuit testers, and similar types of mechanical and electrical test and repair equipment.

4. Maintenance and repair of mechanically and electronically controlled internal combustion engines – These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer controlled systems.

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

This written exam is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, and the provisions of the N.Y.S. Civil service Rules and Regulations dealing with the rating and review of exams apply. (If not attached, expanded subtest descriptions may be obtained from the Civil Service office, Room 1001 City Hall.)

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(The eligible list resulting from this exam may be used to fill comparable positions.)

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MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:
If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled on the held on the same day 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 site.** All examinations for positions in State government will be held at a State examination center.

LOCAL GOVERNMENT EXAMS notify each civil service agency to make arrangements no later than two weeks before test date. You must notify each agency with whom you have filed. For this information, notify the **Department of Human Resources, Division of Civil Service, Room 1001 City Hall, Buffalo, New York 14202 or call or come to the office.**

IMPORTANT INFORMATION REGARDING WEATHER CONDITIONS ON THE DAY OF THE EXAMINATION - In the event of severe weather conditions on the day of the examination, please listen to the following radio/tv stations for postponement or delay in the starting time of the administration of the examination: WBEN 550, WGR 930, WWW1400, WWKB 1520 AM RADIO; WKSE 98.5, WLKK 102.5, WTSS 107.7-FM RADIO OR WIVB-TV (CH. 4) If no such announcement is made, you must presume that the examination will be administered as scheduled.

IMPORTANT INFORMATION FOR USE OF VETERAN'S CREDITS
If you are currently serving on active duty in the Armed Forces of the United States, you may apply for veteran's credits. These veteran's credits shall be granted on a conditional basis at time of establishment of the eligible list. You will be restricted from certification using these credits until you have received an honorable discharge or release under honorable conditions. Your **DD214** must be presented as proof of service during war time, before you can be certified for appointment from the eligible list using these credits.

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Special Requirement for Appointment in School Districts and BOCES
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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NOTICE TO EXAM PARTICIPANTS

Additional Points Available to Children of Police Officers and Firefighters Killed in the Line of Duty
(New Section 85-a, NYS Civil Service Law, effective 9/17/02)
On September 17, 2002, Governor Pataki signed into law a bill adding a new section 85-a to the Civil Service Law granting additional credit on civil service examinations for children of firefighters and police officers killed in the line of duty. This law is to take effect immediately.
"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."
Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent.
Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.

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Additional points available to siblings of Firefighters and Police Officers killed in the line of duty as the result of the September 11, 2001 World Trade Center Attack (Chapter 500, Laws of New York 2003).
For more information, check with the Department of Human Resources, Division of Civil Service.