CATTARAUGUS COUNTY CIVIL SERVICE
HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer Kristine M. Phinney, Deputy Personnel Officer

APPRENTICE LINE WORKER-#65767

Filing Date:
Applications received by mail must be postmarked no later than **10/21/2022.**
Applications submitted electronically must be completed no later than **10/21/2022 11:59 PM**

Exam Date:
Examinations will be held on **12/10/2022 08:30 AM**

Salary:
$26.54 - $27.44 per hour

Vacancy: The resulting Eligible List may be used to fill vacancies which may occur within the City of Salamanca Board of Public Utilities, Salamanca, NY; there currently exists one opening.

Fee Required: The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **fifteen dollars ($15)** per applicant for Each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". Cash Will Not Be Accepted. Applicants whose personal checks are returned for insufficient funds will not be considered as candidates for this exam or subsequent exams until such time as restitution is made. Applicants must record the Examination Number(s) and Title(s) on their checks. Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination, who file their application after the final filing date or who do not appear for testing on the scheduled test date. Therefore, Do Not Apply for an examination if you are not sure that you meet the minimum qualifications. Application fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance. Please contact this office for an Application Fee Waiver Request and Certification Form, or download from our website at:
https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf.

Residency: Preference in appointment may be given to successful candidates who have been, at the time of examination and for at least one month prior thereto, a resident of the jurisdiction in which the vacancy exists.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and either:

A) One year of experience in electrical or construction trade; **OR**

B) One year experience in maintenance and/or repair of mechanical or electrical equipment; **OR**

C) Associate Degree in Applied Technology, Electrical Engineering, or similar trade.

SPECIAL REQUIREMENT: Possession and maintenance of a valid New York State Motor Vehicle License and eligibility for appropriate Commercial Driver License at the time of appointment.

Duties: This is a trainee position involving responsibility for learning the duties and routines in the installation and continuing maintenance of a municipal power system. Work is performed under direct supervision and according to detailed standards of safety. Incumbents are required to satisfactorily complete the training and experience requirements of the New York State Department of Labor Electrical (Outside) Line Worker Apprenticeship program, performed under direct supervision of a qualified program. An Apprentice Line Worker does related work as required.

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

Basic principles of electricity - These questions test for knowledge of basic electrical principles including such areas as electric circuit wiring, grounding and insulation; relationships between voltage, current, and resistance in electrical circuits; characteristics of direct

current and alternating current circuits; and properties of series and parallel electrical circuits.

Principles, practices, tools and equipment of the electrical trade - These questions test for knowledge of the principles and practices of the electrical trade, including such areas as tools and equipment used, proper electrical circuit wiring procedures, and appropriate methods of providing safe, efficient, and effective electrical service.

Operation of mechanical and electrical devices - These questions test for knowledge of the principles and practices involved in the use and application of various types of devices used in mechanical work; knowledge of the operation of basic mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; knowledge of basic electrical principles and the use and application of equipment and devices used in electrical work; and safe operating practices when working with mechanical and electrical devices.

Test guide: 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 on line at: https://www.cs.ny.gov/testing/testguides.cfm.

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 examination.

Applications will be accepted up to ***October 21, 2022***, and may be obtained from the Cattaraugus County Civil Service website at: **https://www.cattco.org/human-resources/exam-info#application**.

Cattaraugus County – An Equal Opportunity Employer

Issued: September 22, 2022

PARTICIPATION IN MULTIPLE EXAMINATIONS: If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application(s).

CANDIDATES PLEASE NOTE: Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

VETERANS: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

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.

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.

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. 6) Experience gained after filing date will not be considered. For more information regarding Tolerance Policy, please contact our office at (716) 938-2315