



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAM ANNOUNCEMENT

Heavy Equipment Operator-Mechanic #60031970

[OPEN COMPETITIVE]

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR HEAVY EQUIPMENT OPERATOR-MECHANIC (EXAM #60031970)

Type of Appointment:	Permanent	Rate of Pay:	To Be Determined
Position Status:	Full Time		
Classification:	Competitive		
Location:	Village of Penn Yan		
Vacancies:	The resulting eligible list will be used to fill current or future vacancies which may occur.	Exam Date:	June 14, 2025
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	March 27, 2025	Application Deadline:	May 14, 2025

SCOPE OF EXAMINATION

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.

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.

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.

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.

Calculator: Recommended

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>.

HEAVY EQUIPMENT OPERATOR-MECHANIC - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the responsibility for safe and efficient operation and maintenance of various types of heavy motor equipment used in maintenance and construction projects. This title is distinguished from Heavy Equipment Operator in that this position is responsible for performing mechanical and fabrication maintenance on assigned equipment, in addition to the operation of heavy equipment on an as needed basis. Heavy equipment for the purpose of this classification includes but is not limited to power shovels, bulldozers, graders, rollers, cranes, loaders, skid steers, and sweepers. Duties are performed under general supervision allowing for the use of independent judgment in the carrying out of details of the work. Direct supervision may be exercised over less skilled employees, specifically related to mechanical work, as assigned to assist. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Heavy Equipment Operator Duties:

- Operates power shovel, bulldozer, power grader, crane, sweeper, roller, and other types of heavy equipment in the construction and maintenance of roads;
- Operates heavy automotive equipment in connection with the removal of snow and in the transportation of stone, gravel, and supplies;
- Operates heavy equipment in connection with cutting banks, cutting and filling ditches, removing stumps and other related tasks;
- Operates a tractor mower in connection with mowing grass and/or removing brush from roadsides or other locations as needed;
- Performs a variety of manual tasks such as loading and unloading vehicles, digging ditches, cutting trees and brush, cleaning culverts, shoveling snow, painting, raking blacktop, and road and storm sewer maintenance work;

Mechanic Duties:

- Performs preventative maintenance on assigned equipment, with an emphasis on heavy equipment and automotive equipment;
- Inspects and troubleshoots malfunction in tools, equipment, and vehicles to ascertain maintenance needs on an as needed basis within his/her own training parameters;
- Fabricates, modifies, and installs special equipment or replacement parts using welders torch sets, plasma cutter, and metal cutting saws;
- Estimates time and material needed to complete fabrication or mechanical repairs;
- Maintains inventory of materials related to mechanic duties;
- Performs routine maintenance checks and adjustments on such things as fluid levels, hoses, belts, brakes, tires, and clutches;
- Performs a wide variety of related duties in connection with the maintenance of automotive equipment, including record keeping for maintenance work completed;
- Keep tools, equipment, and work area clean, organized, and in good working condition;
- May supervise and plan the work of lower level employees assigned to assist with mechanic duties;
- Occasionally may work with other departments that require mechanic or fabrication maintenance;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation and maintenance of heavy automotive equipment;

Knowledge of the standard practices, materials, tools, and equipment used in the repair and maintenance of motor vehicles and engines;

Knowledge of safety issues in the use of tools, equipment, and supplies used in repair of motorized vehicles and equipment;

Knowledge of body and frame construction;

Skill in the use of a variety of hand tools;

Skill in the use of gas and electric welding equipment;

Skill in the use of mechanized tools, jacks, and hoist;

Skill in the use of a variety of diagnostic testing and tuning equipment;

Ability to diagnose mechanical, electrical and hydraulic malfunctions;

Ability to read manuals and schematics;

Ability to operate a computer;

Ability to operate specialized software, tools and equipment to collect computer diagnostics;

Good motor and hand and eye coordination, as well as manual dexterity;

Good knowledge of the geography of the area;

Ability to follow oral and written instructions;

Ability to plan and supervise the work of others;

Ability and willingness to respond to emergencies and to work outside under adverse weather conditions;

Dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school, or possession of a high school equivalency diploma; AND
- b) One (1) year of experience in the operation of heavy automotive equipment, AND two (2) years of mechanical maintenance and repair experience related to automotive and/or heavy equipment, including experience with fabrication and welding; OR
- c) Graduation from a formal mechanic training program, such as an accredited college or trade school (i.e., BOCES or related Technical Career program focused on automotive trades).

SPECIAL REQUIREMENT:

Must possess a NYS CDL License, Class B or higher at the time of appointment and must maintain said license in good standing throughout employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**