



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

EXAM ANNOUNCEMENT:
Apprentice Lineworker #60034340
OPEN COMPETITIVE

**YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR
APPRENTICE LINEWORKER (EXAM #60034340)**

Type of Appointment:	Permanent	Rate of Pay:	To Be Determined
Position Status:	Full Time		
Classification:	Competitive		
Location:	Village of Penn Yan – Electric Department		
Vacancies:	The resulting eligible list will be used to fill current or future vacancies which may occur.	Exam Date:	June 28, 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:	April 14, 2025	Application Deadline:	May 28, 2025

SCOPE OF EXAMINATION

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.

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>.

APPRENTICE LINEWORKER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for learning the duties and routines outlined in a training program in the repair and maintenance of the Village's electrical distribution lines and related equipment. This is a trainee position providing a four-year training program with the goal that the incumbent will ultimately achieve full permanent status, without further examination, as a Lineworker upon successful completion of the traineeship. Work is performed under the direct supervision of a higher-level staff member. Supervision over the work of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Under the supervision of a qualified Lineworker, may work on energized circuits up to 480 volts;
Assists Lineworkers in repairing and installing electrical service lines, transformers, street lights, and other related parts;
Assists in the preparation of the work site, equipment, and materials needed for project/repairs;
Assists in locating existing utility lines and source of repair;
Maintains Village vehicles, equipment and tools in good working order;
May drive a truck in the performance of duties;
Performs other duties as assigned.

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

Working knowledge of the theory and practices of electricity and electrical distribution systems;
Working knowledge of the equipment and safety precautions involved in the electrical trade;
Ability to climb poles, towers and racks and work at heights;
Ability to follow oral and written instructions;
Willingness to work under adverse weather conditions and report for emergencies;
Good manual dexterity and hand/eye coordination;
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) Two (2) years of experience as a laborer or helper in general construction trades or a closely related field.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of 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.**