

# Promotional

## **WESTCHESTER COUNTY CIVIL SERVICE** **PROMOTIONAL OPPORTUNITIES** **FOR CURRENT EMPLOYEES**

County Service • Westchester Medical Center • Towns • Villages • School Districts  
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 1/2/24  
Date Posted: 12/15/23  
JBCL: C0752

Exam #: 74-489

Exam Date: 3/2/24

### **PARK SUPERINTENDENT III**

Westchester County

A **NON-REFUNDABLE** \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

Westchester County is **only** accepting applications submitted on-line for our civil service examinations. Paper Applications **WILL NOT** be accepted.  
TO APPLY ON-LINE VISIT: [WWW.WESTCHESTERGOV.COM/HR](http://WWW.WESTCHESTERGOV.COM/HR)

Candidates may use computers available at the Westchester County One-Stop Employment Center, located at 120 Bloomingdale Road in White Plains, or at local libraries in Westchester County to complete the on-line application. **The NON-REFUNDABLE application processing fee MUST be paid on-line using a credit card. Visa, Mastercard, Discover, American Express and Pre-paid cards are accepted.** Please call (914) 995-2388 if you have any questions.

### **SALARY**

\$76,780 - \$101,940

### **QUALIFYING EXPERIENCE**

Immediately preceding the time of examination must have 12 months continuous permanent competitive class status as a Park Superintendent II as a Westchester County Government employee.

Candidates must continue to meet promotional qualifications in order to maintain their standing on the list and be eligible for appointment. If you qualify for the examination based on your status on a preferred list, your name remains active on the list as long as you are on the preferred list.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

### **DUTIES**

Under the general supervision of appropriate PRC personnel management, this position supervises the 12-month operation and maintenance of one of the County's busiest parks, Tibbetts Brook, Glen Island, Croton Point or the Bronx River Parkway Reservation. This is the highest of the three grades of Park Superintendent and is distinguished from the Park Superintendent I and II by the size of the budget and the number park patrons. This being the highest level of the series, there is considerable leeway for the exercise of independent judgment within the framework of major departmental policies. Supervision is exercised over a large number of full-time and seasonal park and parkway maintenance personnel. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

## **VACANCIES**

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

**Candidates who qualify for this promotional examination may also apply to the open-competitive examination, exam #61-274, to be held on the same day.**

## **SUBJECT OF EXAMINATION**

- **WRITTEN TEST** - designed to test for knowledge, skills, and/or abilities in such areas as:
  1. **Educating and interacting with the public** - These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
  2. **Maintenance of buildings and equipment** - These questions test for knowledge of the principles and practices involved in the overall maintenance, construction, and upkeep of the typical structures, buildings, and equipment found in park facilities; and may include such areas as proper maintenance and repair of buildings, roadways, trails, flood control and drainage structures, minor mechanical and electrical systems maintenance, and safe operating practices.
  3. **Operation of park facilities** - These questions test for knowledge of the practices and procedures involved in operating park facilities and may include such typical areas as job safety, grounds and equipment maintenance, prioritizing work schedules, inspection and repair of park playgrounds, picnic areas, swimming facilities, public restrooms, hiking trails, and other park facilities, water and wastewater line repair, proper use of hand and power tools, revenue collection, customer and employee relations, and proper handling of emergency situations.
  4. **Installation, maintenance, and repair of recreation areas** - These questions test for knowledge of the principles and practices involved in the installation, upkeep, maintenance and repair of park and recreation facilities, including such areas as picnic facilities, playgrounds, athletic and playing fields, trails and walkways, sanitary facilities, and lawn care and grounds maintenance.
  5. **Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**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>.

## **GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS**

1. Unless otherwise notified, candidates are **ALLOWED** to use quiet, hand-held solar or battery powered calculators. 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 materials to the examination location.

2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at [www.westchestergov.com/hr](http://www.westchestergov.com/hr), to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. **There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.** Furthermore, if you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on your test materials. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 914-995-2117. **DO NOT CONTACT NEW YORK STATE.**
3. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources (995-2117), for instructions.
4. **ELIGIBLE LISTS** - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.
5. **FOR COUNTY EMPLOYMENT** - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.
6. This examination will be prepared and 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 preparation and rating of examinations will apply to this examination.
7. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST SUBMIT A COPY OF YOUR DD214 SEPARATION PAPERS.** If claiming credit as a Veteran with a disability, submit form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and submit a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits. Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits Use** must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

**SENIORITY:** Excluding the first year, points will be added to an eligible score as follows: 1.0 point for each 5 years or fraction thereof of permanent status in the classified service in Westchester County or Appointing Authority (as applicable) from 1 year to 26 years, calculated in years and months, not days. (0-1 year = 0; over 1 year - 6 years = 1; over 6 years - 11 years = 2; over 11 years - 16 years = 3; over 16 years - 21 years = 4; over 21 years - 26 years = 5).

## **HOW TO APPLY**

### **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**APPLICATION FILING FEE:** A \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE NON-REFUNDABLE APPLICATION PROCESSING FEE MUST BE PAID ONLINE USING A CREDIT CARD.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

**APPLICATION FEE WAIVER:** The application fee will be waived for those who are serving active military duty and for Veterans (as defined in Section 50(5)(b) of the New York State Civil Service Law). Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

**ALTERNATE TEST DAY REQUESTS:** The Department of Human Resources periodically receives requests to reschedule candidates for civil service examinations under exceptional circumstances because individuals are unable to participate in the exams on their scheduled dates.

Upon presentation of appropriate documentation, the Department of Human Resources may grant an alternate test date. The granting of alternate test date is at the discretion of the Department of Human Resources. Examples such as the following may be considered as reasons for granting an alternate test date:

- Death in the family or household or attendance at funeral or memorial service.
- Medical illness or emergencies involving the candidate or member(s) of the family.
- Military orders.
- Religious observance (Candidate must submit required form).
- Wedding
- Vacation for which a non-refundable down payment was made before the announcement was issued.
- Required court appearances.

**Procedure:**

Candidates who have met the criteria may be eligible for one alternate test date. As soon as a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Examinations Unit by e-mail at [exam@westchestercountyny.gov](mailto:exam@westchestercountyny.gov), or call at (914) 995-2388. The request should contain a complete explanation of the reason the candidate cannot take the test on the scheduled date and include appropriate supporting documentation. It is essential that the Examinations Unit receive these requests before the date of the written test. Requests received on the date of the written test or thereafter will not be considered, unless they involve unforeseen emergencies. A medical emergency or illness occurring on the date of the examination must be documented by a medical professional seen on the date of the examination.

For emergencies, such as illness or death in the family, which occur on the scheduled written test date, the candidate must notify the Examinations Unit no later than close of business the Monday following the test date. If the candidate is unable to contact us, a family or household member, may, on the candidate's behalf, notify the Examinations Unit of the need for an alternate test date.

After consideration, the Examination Administration Unit will notify the candidate as to whether or not the request is granted.

**APPLICANTS WITH DISABILITIES:** If special arrangements for testing are required, please indicate this on your application.

Westchester County Department of Human Resources  
Recruitment and Selection Unit  
148 Martine Avenue, Suite 100  
White Plains, New York 10601

OR

FAX: (914) 995-2009

OR

EMAIL: [exam@westchestercountyny.gov](mailto:exam@westchestercountyny.gov)

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" at the above address. Please include examination number on all correspondence.

We may contact you with exam related correspondence (i.e. Admission Notice, Notice of Exam Results, Request for Additional Information and Transcripts, Disqualification Notices etc.) through e-mail. Candidates are responsible for maintaining valid e-mail and responding to e-mail notifications regarding Westchester County Civil Service examinations.

Admission Notices may not be mailed/mailed to candidates until ten days prior to the examination date.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

**WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.** It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

[www.westchestergov.com/hr](http://www.westchestergov.com/hr)