

**Superintendent of Parking Meters-Enforcement
and Fleet Operations**

No.70333 (\$31,200-\$52,000)

(salaries are subject to change)

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: The following qualifications must be met at time of filing application.

Promotional

Applicants must have continuous and permanent status in the **Department of Parking** as a **Parking Meter Operations Supervisor I** or **Parking Enforcement Supervisor I** for at least **two** years immediately preceding the date of this examination.

Special Requirement

Applicants must possess a current NYS Driver’s license that must be presented at time of appointment and maintained during employment.

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

Points will be added to a successful candidate’s score as follows:

SENIORITY.....For Each Year 0. 2

Rating of Seniority is based on the length of continuous and permanent status in the classified civil service up to a maximum of twenty years.

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

1. Applying Written Information Relevant to the Parking Enforcement Field
2. Operation and servicing of parking meters
3. Office record keeping
4. Preparing written material
5. Supervision
6. Understanding and interpreting written material including legal passages

USE OF A CALCULATOR IS RECOMMENDED FOR THIS EXAM

NOTE: The use of a hand-held, battery- or solar- powered calculator is **RECOMMENDED** for this examination. 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 are also prohibited.

FEBRUARY 17, 2012

MARCH 17, 2012

(1/23/12)

Superintendent of Parking Meters-Enforcement and Fleet Operations No. 70333 (Con'd)

EXAMPLES OF WORK (Illustrative Only):

Plans, directs and supervises the shop and field activities related to parking enforcement, parking meters, pay-stations, coin collections, towing, auto impound and auction, including the installation, maintenance and repair of meters and pay stations, as well as booting and towing of illegally parked and/or abandoned vehicles;

Prepares work schedules and coordinates assignment of manpower, vehicles vacation time, payroll records;

- secures personnel in the collection of coins from parking meters and pay stations;
- trains all personnel in the performance of duties;
- maintains records of assigned vehicles and equipment;

Coordinates, schedules, and assigns routes for coin collection;

Audits amount of coins/paper money going through meters and pay stations by use of a hand-held computer;

Oversees the distribution, maintenance and repair of electronic hand-held ticket writers and pay station hardware and software and related tools and equipment;

Investigates complaints and prepares reports on cases of out-of-order meters, burglaries, accidents or other damage to parking meters and equipment;

Develops repair and maintenance schedule for vehicles and equipment and coordinates with Police Department and/or outside vendor;

- directs mobile unit to assist in minor motor repair;

Schedules vehicle inspections with the NYS Department of Motor Vehicles;

Coordinates towing services with Parking Violations, Police Department and other city departments;

- develops and oversees emergency towing procedures;

Oversees the automobile impound and secures and maintains records of vehicles on the property;

Schedules and administers the auction of abandoned vehicles;

- prepares records and receipts for vehicle auction i.e. bill of sale, and signs off on salvage title;

Requisitions equipment and supplies and maintains inventory for the Division;

Prepares and maintains records and reports for the Division;

- reviews and monitors staff reports and records;

Prepares the annual budget for parking enforcement, meter operations, coin collection towing, impound;

Performs the duties of a Parking Meter Mechanic, Parking Enforcement Officer and Parking Meter Coin Collector when necessary;

Performs related duties as required.

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EXPANDED SUBTEST DESCRIPTIONS:

1. Applying Written Information Relevant to the Parking Enforcement Field

These questions are designed to test how well the candidates can apply written information in the form of laws, rules, regulations, policies, procedures, directives, etc., to a variety of situations which are likely to arise while carrying out the duties of a Parking Enforcement Officer. Knowledge of parking ordinances and New York State Vehicle and Traffic Law is not necessary.

2. Operation and servicing of parking meters

These questions test for knowledge of the construction and operating characteristics of parking meters and the proper procedures used to service and repair these meters.

3. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

4. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

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.

6. Understanding and interpreting written material including legal passages

These questions are designed to test the candidate's ability to understand and interpret the information presented in written material, which may include brief legal passages. Where legal passages are used, knowledge of the laws as they currently exist will not be necessary in order to answer the questions correctly.

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

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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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NOTICE TO CANDIDATES APPLYING FOR CIVIL SERVICE EXAMINATIONS WITH MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:

If you have applied for civil service exams in multiple jurisdictions scheduled on the same day, you must make arrangements to participate in all exams at **one test site** as follows:

NEW YORK STATE AND LOCAL GOVERNMENT -If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

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: WGR-55 AM RADIO, WJYE-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, Civil Service office.