



## DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Transit Garage Superintendent  
Number: 69597010  
Salary: \$77,351 – Dutchess County (2024 Salary)  
Date of Examination: 06/14/2025  
Applications Accepted Until: 05/02/2025  
Applications postmarked 05/02/2025 will be accepted.  
Applications accepted until 4:30 p.m. Monday through Friday.

**Administration of an exam does not imply a vacancy exists.**

**A \$15.00 fee and examination application are required for each separately numbered examination:** Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Department of Public Works Transit Division.

**MINIMUM QUALIFICATIONS:** On or before June 14, 2025, to be eligible for this examination, applicant must meet the following minimum qualifications:

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

- EITHER: (A) Five (5) years of full-time paid supervisory or administrative work experience in the transit maintenance field;  
OR: (B) Five (5) years of full-time paid supervisory or administrative work experience in the field of fleet management that included trucks, buses or heavy equipment;  
OR: (C) Five (5) years of full-time paid supervisory or administrative work experience in the field of automotive repair that included trucks or heavy equipment;  
OR: (D) An equivalent combination of experience within the limits of (A), (B) and (C) above.

**Anticipated Eligibility – Age and Educational Requirements:**

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

**NOTE:** Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**SPECIAL REQUIREMENTS:**

1. Candidates must possess a valid New York State Class B Commercial Driver License at time of appointment. This license must have CDL endorsement for airbrakes and contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment; and
2. Candidate must obtain passenger endorsement within 6 months of date of hire; and
3. Possession of a valid New York State Motor Vehicle Inspector certificate at time of application and to maintain position.

**DUTIES:** This is an important administrative position for the Department of Public Works Transit Division. The incumbent has overall responsibility for all repairs and maintenance of the Transit fleet of vehicles and facility. This responsibility includes preparing specs and making recommendations for new bus purchases overseeing maintenance, repairs, equipment modification, parts management, vehicle and equipment purchase, and overall garage facility management. This position differs from Transit Operations Supervisor II and Transit Equipment Mechanic Supervisor titles in that those positions require specific knowledge of automotive repair while this position is more of a manager type of position over the broad field of fleet management of diesel, electric, hybrid, etc. buses. The work is performed under the general supervision of the Director of Public Transit. General supervision is exercised over technical and other subordinate personnel. This is a safety sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing. **EXAMPLES OF WORK (Illustrative Only):** Plans and directs the operations of maintenance within the Department of Public Works Transit Division, including the overseeing of parts and supplies purchase and control, vehicle and equipment repair and maintenance, and the modification or fabrication of equipment; manages the automotive and equipment fleet, including the implementation, modification, and enforcement of policies on usage and maintenance; inspects all vehicles and equipment for road worthiness and compliance with New York State Motor Vehicle Law; supervises the mounting, dismounting, maintenance and storage of seasonal equipment such as snow plows, sander bodies, and mowing equipment; oversees the ordering, storage, distribution, and record keeping for supplies and parts inventories; directs and supervises the modification or fabrication of equipment to facilitate better service and to reduce the need for future repair and maintenance; directs the maintenance of inventory records for vehicles, equipment, supplies, and facilities pursuant to the provisions of New York State Highway Law; ensures that staff are trained in safety and that facilities and equipment meet all OSHA and other standards; participates in developing specifications for buses and other transit vehicles; participates in developing and monitoring the budget for vehicles, equipment and assigned staff and facilities; participates in emergency operations and snow and ice control activities as required, which may include reporting to work off hours and in bad weather conditions; manages the cleanliness and upkeep of the facility and its grounds.

**SUBJECT OF EXAMINATION:** A test designed to evaluate knowledge, skills and/or abilities in the following areas:

**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.

**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.

**Fleet management**

These questions test for knowledge of the principles and practices involved in managing a fleet of motor vehicles, including such areas as proper preventive maintenance techniques; accident prevention and safety; economics of vehicle operation, repair and replacement; and setting appropriate staffing levels in a fleet management facility.

**Repair shop management including basic automotive economics and operation and maintenance of shop equipment**

These questions test for knowledge of the proper operating procedures involved in managing an automotive repair shop, including such areas as equipment maintenance and repair, scheduling and coordinating work operations, and cost estimating.

**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>.

The use of calculators is **RECOMMENDED** for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
APPLY ONLINE AT [WWW.DUTCHESSNY.GOV/JOBS](http://WWW.DUTCHESSNY.GOV/JOBS)

\*\*\*\*\*IMPORTANT  
ISSUED: 04/11/2025

SEE REVERSE

IMPORTANT\*\*\*\*\*

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE  
AT <https://dutchess-portal.mycivilservice.com/> or [dutchessny.gov/jobs](https://dutchessny.gov/jobs)**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

**RETURNED CHECK FEE:** A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**FINGERPRINTING:** An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

**MULTIPLE EXAMINATIONS:** If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-File Form**, available on the Dutchess County website [www.dutchessny.gov](https://www.dutchessny.gov), to the Dutchess County Department of Human Resources **no less than two (2) weeks prior to the examination date**. Failure to provide such information within this time frame may result in disqualification from one or more examinations.

**ALTERNATE TEST DATES** may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

**RELIGIOUS ACCOMMODATION:** – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

**SPECIAL ACCOMMODATION:** If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

**WEATHER:** In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

**COLLEGE CREDITS AND/OR DEGREE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**VETERANS:** Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans’ credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans’ application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

**CALCULATORS:** Unless otherwise notified, candidates are permitted 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.

**ADMISSION TO EXAMINATION:** Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

**If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.**

**CHANGE OF ADDRESS:** Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

**RESIDENCE PREFERENCE:** Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**NOTE:** 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.

**APPLICATIONS:** May be obtained online at [www.dutchessny.gov](https://www.dutchessny.gov), by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

“HOW TO TAKE A WRITTEN TEST” and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).