



Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
21-000020 Thruway Maintenance Supervisor 1	Equated to G-15	\$53,144	\$0

**Multiple-Choice Test  
To Be Held:  
APRIL 5, 2025**

**Applications MUST Be Submitted  
Online or Postmarked By:  
FEBRUARY 19, 2025**

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

*ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>*

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

*Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,087 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,543 annual mid-Hudson adjustment.*

**Minimum Qualifications:** On or before April 5, 2025, you must have:

- Either 1.** four years of experience in the construction, rehabilitation, or maintenance of paved highways, streets, roads, bridges, or similar transportation facilities;
  - Or 2.** 30 semester credit hours of college-level study in a program leading to a degree in construction technology **AND three years** of full-time experience as described in option #1;
  - Or 3.** 60 semester credit hours of college-level study in a program leading to a degree in construction technology **AND two years** of full-time experience as described in option #1.
- If you expect to meet the educational requirements by **September 30, 2025**, you can take the multiple-choice test. You **MUST** submit proof of successful completion of the educational requirements to the appointing authority at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by **September 30, 2025**, may result in your removal from the eligible list.
  - Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>.
  - If verifiable, we will accept and prorate appropriate part-time and volunteer experience.
  - New York State residency is not required.

**Continued Employment:** You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter. These positions generally require shiftwork.

**The Positions:** These positions exist in the New York State Thruway Authority and are located statewide.

**Duties:** As a **Thruway Maintenance Supervisor 1**, you would, typically under the general supervision of a Thruway Maintenance Supervisor 2, supervise a maintenance unit made up of skilled, semi-skilled, and unskilled workers performing a wide range of activities including, but not limited to, the maintenance, repair, rehabilitation, and construction of infrastructure including bridges, pavement, facilities, retaining walls, rights-of-way, lighting, highway signs, sign structures, guide rail, excavation, rock cuts, fencing, and drainage features. You may also be assigned full responsibility for specific projects, ensuring that all work conforms to necessary safety and environmental regulations. In addition, maintenance units also perform snow and ice, and traffic control operations. To accomplish all of this, you will be assigned to various shifts throughout the year and may work in cooperation with other maintenance units. You may also be required to work overtime, respond to callouts for emergencies, and/or supervise deployments of maintenance detachments.

**Note:** A promotion examination will also be held for these positions. If you are eligible for appointment from a promotion list, you may not be appointed in your own agency from the list resulting from this examination open to the public. Although promotion examinations are being held, it is expected that appointments will be made as a result of the open competitive exam.

**Subject of Examination:** To be considered for appointment to this title, you must pass the **multiple-choice test**. The **multiple-choice test** evaluates your knowledge, skills, and/or abilities in the following areas:

1. **Plans, specifications, and technical instructions** - These questions test for the ability to understand, analyze, and perform computations based on technical drawings and written presentations related to public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.
2. **Safety practices** - These questions test for knowledge of and the ability to apply safety principles related to public works construction zones, including traffic control, safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.
3. **Highways, drainage facilities, related structures, and snow and ice control** - These questions test for knowledge of practices and materials used in the maintenance and repair of highway-related structures and may include such areas as roadway surfaces, shoulders, embankments, drainage materials, guide rails, highway maintenance equipment, and ice and snow removal and control.
4. **Scheduling work and equipment** - These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.
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. **Bridge reconstruction, maintenance, and repair** - These questions test for knowledge of the proper methods, materials, and equipment used in the upkeep of bridges and bridge abutments and may include such areas as concrete and pavement maintenance, steel maintenance including sandblasting, painting, and welding, appropriate environmental and worker protection safeguards, and snow and ice removal and control.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any Veterans' and Civil Service Law Section 85-a credits.

**Admission To The Test:** If approved for a multiple-choice test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. ***You cannot request to change your scheduled day or request a specific type of test administration.***

**Applicants are required to have a Personal NY.gov account and keep their email address up to date.** The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

**How To Apply:** You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

*The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.*

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#### ADDITIONAL INFORMATION

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in state government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the Federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

**RELIGIOUS ACCOMMODATION:** Most multiple-choice tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Accommodation Unit of the Department of Civil Service at [Testaccommodation@cs.ny.gov](mailto:Testaccommodation@cs.ny.gov).

**ADMISSION TO EXAMINATION:** Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the multiple-choice test three days before the date of the test, email us at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov). Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your multiple-choice test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

**TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.