



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-117020 Thruway Maintenance Supervisor 1	<i>Equated to</i> G-15	\$53,144	\$0
31-118020 Thruway Maintenance Supervisor 2	<i>Equated to</i> G-19	\$65,920	\$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.

Promotion examination open to all qualified employees of the New York State Thruway Authority.

Minimum Qualifications: On or before April 5, 2025, you must be a qualified employee of the New York State Thruway Authority and have had three months of permanent competitive, non-competitive, non-competitive NY HELPS*, or 55-b/55-c service as shown below. If you have received a permanent appointment to a qualifying title listed and served provisionally** in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

For Exam No. 31-117020: Journey-level service as a Bridge Electrician, Bridge Painter, Bridge Repair Assistant, Bridge Repair Mechanic, Trades Specialist (Bridge), Bridge Rigger, Bridge Welder, Construction Equipment Operator (Heavy), Construction Equipment Operator (Light), Construction Equipment Operator, Thruway Maintenance Worker, Crane and Shovel Operator, or Movable Barrier Operator.

For Exam No. 31-118020: Thruway Maintenance Supervisor 1, Supervising Bridge Painter 1, or Maintenance Supervisor 1 (Building).

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before January 5, 2025, and have served continuously in this title since that date, you are eligible to file for this examination.

**If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before January 5, 2025, and have served continuously in this title since that date, you may apply for this examination.*

***If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before January 5, 2025, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List: After one year of service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed to a non-competitive position via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the one year time in title required for appointment from the eligible list.

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Continued Employment: To keep this position, 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.

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.

As a **Thruway Maintenance Supervisor 2**, you would oversee the work of Thruway Maintenance Supervisor 1 and lower level maintenance staff within associated work units. You develop work plans and identify maintenance requirements for future large maintenance projects or a series of smaller projects covering 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 will ensure that all work conforms to applicable 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 call outs for emergencies, and/or supervise deployments of maintenance detachments.

Notes:

1. In accordance with Section 52.11 of the Civil Service Law, individuals serving permanently in the non-competitive or labor class in a qualifying title (including those serving under Section 55b/c) who otherwise meet the requirements for taking the examination are eligible to compete in this promotion examination.
2. The Thruway Maintenance Supervisor 1 examination is being held on a promotion and open-competitive basis. If you are admitted to the promotion examination under anticipated eligibility (i.e., you do not have the required one year of Qualifying Experience For Appointment From The Eligible List) and if you meet the open-competitive minimum qualifications, you may also be admitted to the open-competitive examination. To be admitted, you must apply for the open-competitive examination according to the instructions given on the open-competitive announcement. Once you meet the required one year of qualifying service for appointment from the promotion list, you will not be eligible for appointment from the open-competitive eligible list.

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:	For Examination Nos.	
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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.	X	X
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.	X	X
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.	X	X
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.	X	X
5. 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.	X	X

Subject of Examination (continued):	For Examination Nos.	
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6. 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.	X	
7. Administrative supervision - 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.		X

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any Veterans' credits.

Credit For Seniority: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

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 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.

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.

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.

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. 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>.

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

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.