



*"History's Hometown"*

CITY OF AUBURN

Civil Service Commission

Issued: March 10, 2025

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of open competitive

**Municipal Solid Waste/Recycling Enforcement  
Officer**

**EXAMINATION #60-375-010**

EXAMINATION DATE: June 14, 2025

LAST FILING DATE: May 15, 2025  
APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN: May 15, 2025

SALARY: \$55,395 - \$78,844

**MINIMUM QUALIFICATIONS:**

Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience in sanitary landfill operations or the collection and disposal of solid waste; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in sanitary landfill operations or the collection and disposal of solid waste.

**NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.**

**VACANCY:**

At present there is one vacancy. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**RESIDENCY REQUIREMENT FOR APPLICATION:**

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

**RESIDENCY REQUIREMENT FOR APPOINTMENT:**

Employees of the city shall live within a 35-mile radius from the city limits. The 35-mile limitation shall be determined by a straight line from the employee's residence to the nearest city line.

**APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

**NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.**

Send Check or Money Order payable to the **CITY TREASURER**  
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

**SUBJECT OF EXAMINATION:**

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. 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.

**2. Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

**3. Principles and practices of sanitary inspection**

These questions test for knowledge of the appropriate practices and methods to use when conducting sanitary inspections of various types of properties including residential and commercial buildings, yards, lots, sidewalks, driveways, alleyways, and street fronts, proper adherence to inspection procedures, dealing with residents, property owners, and businesses, procedures for handling violations, and inspection record keeping.

**4. 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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

**CALCULATOR:**

Use of calculators is **ALLOWED** for this exam. 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. No electronic communication devices (cell phones, smart watches, etc.) are allowed in the examination room.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for interpreting, publicizing and enforcing the laws and regulations of The Solid Waste ordinance. Under the general supervision of the Superintendent of Public Works or the Sanitation Supervisor, an employee in this class patrols the municipality to ensure that recycling/solid waste laws are followed and to identify violators and initiate steps to resolve the violations; these regulations are applicable to places of business as well as residents. The employee is also responsible for publicizing the recycling program in the community to ensure cooperation and compliance and to update the public of changes in the laws and regulations. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Supervision is exercised over assigned subordinates. Does related work as required.

**BACKGROUND INVESTIGATION:**

Applicants may be required to undergo a state and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

**MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**SPECIAL ACCOMMODATIONS:**

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**RELIGIOUS OBSERVER:**

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

**MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

**VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

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 (10) 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 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.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail, send a self-addressed (\$1.38 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 208  
24 South Street  
Auburn, NY 13021

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**Auburn Civil Service Commission:**

**John C. Hardy  
Mikel E. Zank  
Christina Tomasso**

**An equal opportunity employer**