

**CITY OF LOCKPORT
MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK**

**OPEN COMPETITIVE EXAMINATION
FOR:
PUBLIC WORKS SUPERVISOR (BUILDING MAINTENANCE)**

LAST DAY FOR FILING:

FEBRUARY 3, 2012

EXAM NO. 61-736

DATE OF EXAMINATION:

MARCH 3, 2012

ISSUED: 11/23/11

FILING FEE:

A non-refundable \$15 filing fee must accompany your application. Check or money orders make out to the City of Lockport Dept of Civil Service.

VACANCIES:

The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport Highway and Parks Department.

SALARY:

Salaries will vary

DUTIES:

The work involves responsibility for the efficient and economical use of personnel, materials, and equipment in the maintenance and repair of city buildings, utilities, and streets; parks and sewers when filling in for respective supervisors. The work is carried out in accordance with policies and procedures formulated by the Director of Engineering, permitting leeway for the exercise of independent judgment in planning and coordinating the details of the work. An employee in this position oversees and supervises work in progress and upon completion by on-site inspections. Does related work as required.

MINIMUM QUALIFICATIONS:

Candidates must meet the following either on or before the date of the written examination:

Graduation from High School or possession of an equivalency diploma and two (2) years of experience in either general building construction, maintenance or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry.

Special Requirement: Possession of a valid NYS Drivers License at the time of appointment and throughout the time of service with the City of Lockport.

SUBJECT OF EXAM:

Written examination will cover knowledge, skills and abilities in such areas as:

1. Principles and practices of building construction

These questions test for knowledge of the concepts, proper procedures and computations used in the construction and renovation of buildings and related facilities, and may include such typical areas as structural members, roofs, walls, windows, doors, insulation, foundations, exterior features and site work.

2. Building construction materials and standards, and their applications

These questions test for knowledge of the various types, uses and proper installation procedures involving materials used in the construction and renovation of buildings and building sites, including applicable quality standards,

materials specifications and building requirements, and their proper application to the building process.

3. Drawings, specifications and contract documents

These questions test for knowledge of typical building construction contract and specification requirements; and the ability to read, analyze, and perform computations and quantity and cost estimates based upon technical drawings and plans of various types of buildings and related structures.

4. Mechanical and electrical systems in buildings

These questions test for knowledge of the concepts, proper procedures, typical materials, and standards used in the construction and rehabilitation of mechanical and electrical systems found in buildings and related facilities, including sanitary, plumbing, HVAC systems, lighting and wiring; and related safety and health issues.

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

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

7. Work planning and scheduling

These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work 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.

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

CALCULATORS ARE ALLOWED AND RECOMMENDED FOR THIS EXAMINATION

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 other similar devices are prohibited. Use of books and other reference materials are prohibited.

This written exam is being prepared and rated by the NYS Department of Civil Service in accordance with §23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with rating of exams will apply to this test.

SENIORITY:

Points will be added to a passing eligible score as follows:

Less than 1 year	0 points
Over 1 year up to 6 years	1 points
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points