

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

OPEN COMPETITIVE EXAMINATION
FOR:
PUBLIC WORKS SUPERVISOR
(BUILDING MAINTENANCE, PARKS & RECREATION)

LAST DAY FOR FILING:
FEBRUARY 22, 2023
EXAM NO. 66-360

DATE OF EXAMINATION:
MARCH 25, 2023

- 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:** Expected between \$27.68/hr--\$30.89/hr
- 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 parks; sewers when filling in for respective supervisors. The work is carried out in accordance with policies and procedures formulated by the Supervisor/Director, permitting some independent judgment in planning and coordinating the details of the work. An employee in this position supervises and participates in the work in progress throughout the city, upon completion site inspections are performed by the Supervisor/Director, Engineering Department and/or Building Inspection. Supervision is exercised over subordinate employees. 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 Commercial Driver's License at the time of appointment and throughout the time of service with the City of Lockport.
Possess the proper certification to operate a public pool in excess of 3000 sf as per NYS Health Department regulations within one (1) year of hire date.
- SUBJECT OF EXAM:** Written examination will cover knowledge, skills and abilities in such areas as:
- Building maintenance and repair**
These questions test for knowledge of the basic principles, practices and techniques essential to the proper maintenance and repair of various types of buildings, including such areas as building maintenance, preventive maintenance, and minor repair of building structures, electrical, and plumbing systems. This may include maintenance and repair of roofs, windows, walls, floors, millwork, insulation, masonry, pipes and valves, electrical wiring and switches, and painting. Questions may also include topics such as the proper tools and materials used in building maintenance and repair work as well as proper and safe practices and techniques when using these tools and materials.
- Building trades, including mechanical and electrical**

These questions test for knowledge of the principles and practices involved in overseeing physical plant facilities and may include such areas as maintenance and repair activities involving carpentry, electrical systems, plumbing and sanitary systems, heating and ventilating systems, painting, masonry work, roofing, and similar types of physical plant maintenance and upkeep.

Review and interpretation of plans and specifications, and the preparation of estimates

These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; and for the ability to calculate accurate estimates of material and labor costs.

Operation and maintenance of heating, ventilating and air conditioning systems

These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as air supply and exhaust systems, circulating fan capacities, building ventilation requirements, steam, hot water, and hot air heating systems; boiler operation; the refrigeration cycle, types and characteristics of refrigerants, troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATORS ARE 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:

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| 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 |