

CITY OF LOCKPORT
MUNICIPAL CIVIL SERVICE COMMISSION
Municipal Building One Locks Plaza Lockport, NY 14094

OPEN COMPETITIVE EXAMINATION
FOR:

DIRECTOR OF STREETS, PARKS, & WATER DISTRIBUTION

Last Filing Date:

MARCH 12, 2024

Exam No. 65098

Date of Examination:

APRIL 13, 2024

- Filing Fee:** A non-refundable \$15.00 filing fee is payable at the time of filing application.
- Vacancies:** The eligible list established as a result of this exam will be used to fill vacancies as they occur in the City of Lockport Highway & Parks Department.
- Salary:** \$83,226/yr - \$106,220/yr.
- Duties:** The work involves responsibility for planning, directing and overseeing the safe and efficient operation of the Streets, Equipment Maintenance, Parks, Building Maintenance, Street Lighting, Municipal Water and Municipal Sewer. An employee in this class is responsible for the safe and efficient use of a skilled, semi-skilled and unskilled workforce and associated equipment. Work is performed under the general direction of the Mayor. Considerable leeway is allowed for the use of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate employees in the Public Works Department. Does related work as required.

Minimum Qualifications:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering or a closely related field and two (2) years of experience in construction, maintenance or closely related activities, one (1) year of which must have been in a supervisory position with fiscal responsibility; OR
- (b) Graduation from a regionally accredited or New York State registered college with an associate's degree in construction technology or a closely related field and four (4) years of experience as defined in (a); OR
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (a); OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c).

Special requirement:

A minimum of one (1) year of supervisory experience is required for this position. Valid NYS driver's license for the duration of employment.

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

Maintenance and reconstruction of streets, sidewalks, and curbs

These questions test for knowledge of the proper methods, materials, and equipment used in the installation, repair, and upkeep of street surfaces, utility access holes, gutters, catch basins, curbing, and sidewalks, including ice and snow removal and control.

Maintenance and construction of sanitary and storm sewer systems

These questions test for knowledge of the proper methods, materials, and equipment used in the installation, maintenance, repair, and cleaning of sanitary and storm sewers, catch basins, and related appurtenances; and proper trenching and backfilling procedures.

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.

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.

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.

Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

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 on line at:

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

CALCULATORS ARE RECOMMENDED FOR THIS EXAMINATION

Candidates are allowed 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. Use of books, cellphones and other reference material is 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 the rating of exams will apply to this test.