

# MUNICIPAL CIVIL SERVICE COMMISSION

MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NY 14094

OPEN COMPETITIVE EXAMINATION

FOR:

## MAINTENANCE SUPERVISOR/HOUSING AUTHORITY

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**LAST DAY FOR FILING:**

**MARCH 5, 2025**

Exam No. 85151010

**DATE OF EXAMINATION:**

**APRIL 5, 2025**

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**Filing Fee:** A non-refundable \$15.00 filing fee must accompany your application.

**Vacancies:** The eligible list established as a result of this exam will be used to fill vacancies as they occur at the City of Lockport Housing Authority.

**Salary:** \$70,886/yr

**Duties:** The work involves the responsibility for planning, supervising, and participating in the repair and maintenance of buildings, grounds, and equipment. This work is of general mechanical nature and may include electrical, plumbing, carpentry, painting, HVAC, and related building maintenance duties. Work is performed under the general direction of the Executive Director. Supervision is exercised over the work of subordinate maintenance staff. Also performs related work as required.

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

- a. Five-years of experience in general building or maintenance work or trades such as carpentry, plumbing, masonry, or electrical; or
- b. Three-years of experience at the journeyman's level in one of the skilled trades; or
- c. An equivalent combination of training and experience as stated above.

### **Special Requirements:**

Possession of a valid New York State Class D Driver's License at time of appointment and throughout employment.

### **Subject of Exam: 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 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 and other reference material is prohibited.

**Applications: Applications and filing fees must be received by the close of business on the last filing date with the Lockport Civil Service Office, Municipal Building, One Locks Plaza, Lockport NY 14094. Room M-11.**

The written exam is being prepared and rated by the NYS Department of Civil Service in accordance with §23-2 of the Civil Service Law. Provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this test.