



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094-2740**

*Malcolm A Needler
Personnel Officer
(716) 438-4071*

ROAD MAINTENANCE SUPERVISOR

No 66-730 Examination Open to the Public

**County Salary: \$22.43 - \$25.94/Hour
Town Salary: \$25.00/Hour**

The examination will be held to establish an eligible list used to fill one current vacancy in the Town of Wheatfield and one in the Niagara County Department of Public Works or any other vacancy that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

Graduation from high school or possession of a New York State equivalency diploma **and** a minimum of five (5) years of full-time paid experience in the construction and maintenance of roads.

SPECIAL REQUIREMENT: Possession of a current New York State CDL – B driver's license at time of appointment and for the duration of employment.

DUTIES: Takes charge of and supervises highway department maintenance and construction crews and coordinates their efforts. Works under assignment and direction of the Highway Operations Supervisor who assigns work, priority and guidance. Exercises full supervision over a number of road maintainers, truck and heavy equipment operators in his crew. The incumbent exercises independent judgment. Does related work as required.

NOTICE TO CANDIDATES: The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

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

SEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

ORIGINAL APPLICATIONS
MUST BE RECEIVED BY 4PM
OR BE POSTMARKED BY

MARCH 15, 2019

A **non-refundable \$15.00 application fee** must accompany each application. Please submit a copy of your online payment receipt
OR a check or money order payable to:
Niagara County Civil Service
ANNOUNCEMENT ISSUED: FEBRUARY 15, 2019

EXAMINATION DATE

MAY 11, 2019

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Highways, drainage facilities, related structures, and snow and ice control** - These questions test for knowledge of practices and materials used in the maintenance and repair of highway-related structures and may include such areas as roadway surfaces, shoulders, embankments, drainage materials, guiderails, highway maintenance equipment, and ice and snow removal and control.
2. **Operation and preventative maintenance of automobiles, trucks and heavy equipment** - These questions test for knowledge of the terminology, troubleshooting techniques and proper procedures used in the maintenance and operation of motorized vehicles and equipment used in various types of public works projects.
3. **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.
4. **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.
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.

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>.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: 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 arrangement for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination Center.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review [IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)