



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

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

TRAFFIC/SIGN SUPERVISOR

No 74-150 Promotional Examination

Salary Range: \$23.34 - \$26.99

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

PROMOTIONAL QUALIFICATIONS: Two (2) years of satisfactory permanent non-competitive status as a Senior Sign Shop Maintenance Worker or three (3) years as a Sign Shop Maintenance Worker in the Niagara County Department of Public Works immediately preceding the date of examination.

SPECIAL REQUIREMENT:

Must possess a valid New York State Commercial Drivers License Class B and have one (1) year experience operating a heavy single unit truck over 26,000 lbs. GVWR.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
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

NOTE: Any person otherwise meeting the requirements for an examination, who was laid off from an agency for which the exam is being held, and whose name is presently on a **PREFERRED LIST**, is eligible to compete in the exam. When completing their application, such persons should be sure to indicate their present employment and/or title and location of their last permanent employment in the municipality.

DUTIES: Plans, directs, supervises, and participates in the activities and operations of the sign shop in the Highways Division of the Niagara County Department of Public Works. The incumbent is responsible for assigning work to subordinates and instructing them in the procedures and methods of work; assisting and participating in sign fabrication; and inspecting completed work for accuracy, quality and safety. The work involves collaborating with local town highway officials in their road sign operations and assisting with the fabrication of municipal road signs and the indexing of municipal roads for striping. The incumbent evaluates speed zones, road striping index marking and sign fabrication. Work is performed under the general direction of the Highway Operations Supervisor. Wide leeway is allowed for the exercise of independent judgment in completing tasks in accordance with existing laws, policies, and procedures. Does related work as required.

ORIGINAL APPLICATIONS
MUST BE RECEIVED BY 4PM
OR BE POSTMARKED BY
SEPTEMBER 10, 2021

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: AUGUST 9, 2021

EXAMINATION DATE
OCTOBER 16, 2021

NOTICE TO CANDIDATES: The use of calculators is **ALLOWED**. 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.**

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

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. **Pavement marking for traffic control purposes:** These questions test for knowledge of the principles and practices involved in pavement marking for traffic control purposes and may include such areas as types of equipment, procedures, and paints used, and proper legal markings to use to guide and direct vehicular traffic.
2. **Materials, equipment and methods used in producing traffic and street signs:** These questions test for knowledge of the distinctive characteristics legally required for various types of traffic and street signs and for knowledge of the materials and processes used to produce these signs.
3. **Placement, positioning and maintenance of traffic control devices:** These questions test for knowledge of the various types of traffic control signs and pavement markings used to guide and direct vehicular traffic and the proper placement and maintenance of such signs and markings.
4. **Safety practices:** These questions test for knowledge of, and the ability to apply, safety principles related to highway work zones, including traffic control, the safe use of equipment, and the overall safety of workers, the traveling public and the work environment.
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 '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>.

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**](#)