



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

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

TRAFFIC/SIGN SUPERVISOR

No 68-316 Examination Open to the Public

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.**

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.**

Two (2) years of full-time supervisory experience over employees engaged in trades work **and one of the following:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Graphic Arts or Design **and** four (4) years of full-time paid experience in large-scale design, production, and installation of signs in a sign or metal fabrication shop; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Graphic Arts or Design **and** six (6) years of full-time paid experience in a skilled trade such as carpentry, electrical, masonry, plumbing, HVAC, or metal fabrication; **OR**

Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid experience in large-scale design, production, and installation of signs in a sign or metal fabrication shop; **OR**

Graduation from high school or possession of an equivalency diploma and eight (8) years of full-time paid experience in a skilled trade such as carpentry, electrical, masonry, plumbing, HVAC, or metal fabrication.

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.

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.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLINE

SEPTEMBER 10, 2021

A **non-refundable \$15.00 application fee** is required.
Apply and pay online or submit 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.**

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.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required 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, 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.

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 arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination Center.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary.** *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.*

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](#)