



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

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

JUNIOR CIVIL ENGINEER

No 66-066 Examination Open to the Public

Salary Range: \$33.53 - \$38.95

The examination will be held to establish an eligible list used to fill one (1) current vacancy in the Niagara County Department of Public Works and any other appropriate vacancies that may occur during the life of the list.

RESIDENCE REQUIREMENTS: Candidates must be a legal resident of **Niagara, Erie, Orleans, or Genesee 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 one of 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 high school equivalency diploma **and** one of the following:

1. Graduation with a bachelor's degree in civil engineering or related engineering field; **OR**
2. Graduation with an associate's degree in civil engineering technology or related technology field including construction, forestry, traffic, or highway and structural **and** two (2) years of full-time paid experience in civil engineering or related engineering field, or in construction, surveying, design, drafting, or inspection and estimating.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

1. Satisfactory completion of two (2) credit hours of course work in an accredited CAD program or three (3) months full-time experience using CAD in an engineering application; **and**
2. Possession of a valid New York State Driver's license at time of appointment and for the duration of employment.

DUTIES: Performs difficult engineering tasks such as calculations, highway, bridge and building design. Interprets building codes, design manuals, design standards, survey notes, specifications, drawings, written and oral instructions. As a member or the chief of a survey crew, the incumbent is expected to be able to perform all work related to the survey of roads, bridges, buildings and right-of-way. Work is performed under the supervision of the Deputy Commissioner of Public Works - Engineering, a Senior Civil Engineer, or assigned supervisor. The incumbent may supervise a survey party or the preparation of drawings. 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 and smart watches are prohibited.**

**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 1, 2023

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: July 28, 2023

EXAMINATION DATE

OCTOBER 7, 2023

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. **Principles and practices of civil engineering** - These questions test for knowledge of engineering concepts and their practical applications to the construction, operation and maintenance of public works projects, including roadways, bridges, buildings, water and sewage systems and similar types of infrastructure.
2. **Engineering plans, specifications and estimates** - These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.
3. **Methods and materials of construction** - These questions test for knowledge of the proper procedures and materials used in the construction, maintenance and repair of various types of public works projects, including such typical construction work as excavations, roadways, embankments, and building and related structural improvements.

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 examination for positions in State government will be held at a State Examination Center.

COLLEGE ACCREDITATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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](#)**

Exams Portal: **<https://niagara-portal.mvcivilservice.com/exams>**

Niagara County Civil Service # 2023-83
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