



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

Malcolm A Needler
Personnel Officer

(716) 438-4071

SENIOR ENGINEERING AIDE

No 67-448 Examination Open to the Public

Salary Range – \$20.97-\$24.56

The examination will be held to establish an eligible list used to fill one anticipated vacancy and any appropriate vacancies 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 an equivalency diploma **and**

1. 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 Civil Engineering Technology or a related field*; **OR**
2. Two (2) years of full-time satisfactory experience in Civil Engineering or a related field**.

SPECIAL REQUIREMENT:

Must possess a valid New York State Drivers License at the time of appointment and for the duration of employment.

***ACCEPTABLE RELATED ENGINEERING COURSES ARE AS FOLLOWS:**

Highway, Construction, Structural, or Transportation

****ACCEPTABLE RELATED EXPERIENCE IS AS FOLLOWS:**

Construction, Drafting, Surveying, Inspection, Design, or Estimating

DUTIES: The incumbent performs moderately difficult tasks such as operates a transit or level, field measures buildings and facilities, inspects construction, and does drafting and routine engineering office work. The incumbent works under the general supervision of an Engineer, or assigned supervisor, who assigns work. 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.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.

FILING DEADLINE

AUGUST 9, 2019

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 18, 2019

EXAMINATION DATE

SEPTEMBER 28, 2019

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. **Mathematics, including algebra, geometry and trigonometry** - These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.
2. **Basic surveying and computerized drafting techniques** - These questions test for elementary knowledge of the principles, terminology, computations, and proper practices involved in performing surveys of various construction projects and land areas, and the concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.
3. **Methods and materials used in the construction and maintenance of roads, bridges and other structures and facilities** - These questions test for knowledge of the proper procedures, materials, and equipment used in the construction, reconstruction, and repair of various types of public works projects, including such typical construction work as roadways, bridges, excavations, embankments, drainage structures, retaining walls, and similar facilities.
4. **Understanding and interpreting engineering plans and descriptive specifications** - These questions test for the ability to read and analyze technical drawings and written technical presentations, and to perform related computations. Some technical knowledge of construction and estimating terminology and methods will be required.

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 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**](#)

Niagara County Civil Service #2019-66