



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

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

Water & Wastewater Treatment Plant Maintenance Supervisor

No 72-337 Promotional Examination

Salary: \$64,766-\$79,441/year

The examination will be held to establish an eligible list used to fill any appropriate vacancies in the North Tonawanda Water & Wastewater 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: Candidates must be permanently employed in the competitive class and have two (2) years of permanent competitive status as a Senior Water & Wastewater Treatment Plant Mechanic or four (4) years as a Water & Wastewater Treatment Plant Mechanic in the North Tonawanda Water & Wastewater Department immediately preceding the date of examination.

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: The work involves responsibility for the maintenance and repair of buildings, machinery and equipment at the municipal water and wastewater treatment plants. The Maintenance Supervisor works under the general supervision of the Superintendent and is allowed a considerable degree of independence in carrying out the duties in conformance with established policies and procedures. Supervision is exercised over the work of maintenance personnel. 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.**

**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

JANUARY 6, 2020

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: December 3, 2019

EXAMINATION DATE

FEBRUARY 29, 2020

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. **Operation, maintenance, and repair of pumps, motors, valves, and mechanical and electrical equipment:** These questions test for knowledge of the principles and practices involved in the operation, maintenance, and upkeep of various types of mechanical and electrical equipment, including pumps, valves, electric motors, and similar types of equipment.
2. **Reading and interpretation of plans and specifications:** These questions test for the ability to read and interpret typical plans, layouts, diagrams, and technical specifications related to mechanical or electrical equipment and systems.
3. **Inspection, operation, maintenance, and repair of basic mechanical equipment:** These questions test for knowledge of the principles and practices involved in the inspection, operation, maintenance, and upkeep of basic mechanical equipment such as gears, shafts and bearings, power drives, and similar types of basic machinery and mechanical equipment.
4. **Tools of the trade (mechanical):** These questions test for knowledge of the tools, instruments, and equipment typically used in the mechanical trades, including the proper and safe use of this equipment.
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 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**](#)