



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

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

HVAC TECHNICIAN

No 67-241 Examination Open to the Public

**County Salary: \$18.87 - \$21.04/hr
Salary varies for municipalities**

The examination will be held to fill one current vacancy in the Niagara County Department of Public Works and any other 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 a regionally accredited college, university or technical school or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in air conditioning, heating and refrigeration technology or closely related field and three (3) years of full-time paid experience operating and maintaining complex facility HVAC systems and auxiliary equipment and controls; **or**

Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience as defined above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT AND FOR DURATION OF EMPLOYMENT:

1. Possession of a valid New York State driver's license appropriate to the vehicles operated.
2. Possession of a United States Environmental Protection Agency Universal Technician Certificate.

DUTIES: The work involves responsibility for the maintenance and operation of heating, ventilating and air conditioning (HVAC) equipment at municipal facilities. The position requires basic knowledge of the operation of large complex systems including, but not limited to, boilers, chillers, cooling towers, air handlers, pumps, and associated equipment. The work is performed under the general supervision of higher-level maintenance staff or other administrative official, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Leads and oversees the work of assigned maintenance, custodial, or cleaning 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.**

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.
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

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. **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. **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.
4. **Principles and operation of heating, ventilating, and air-conditioning equipment:** These questions test for knowledge of the basic principles, practices, and techniques necessary for the correct operation and maintenance of heating, ventilating, and air-conditioning systems and equipment, and may include such areas as air supply and exhaust systems, ventilation system requirements, operation and maintenance of heating systems, and troubleshooting and maintaining air-conditioning systems.

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](#)**