



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

Joseph A. Vacanti Jr
Personnel Officer

(716) 438-4071

HIGHWAY OPERATIONS SUPERVISOR

NO. 69-019 Examination Open to the Public

Salary \$58,239 – 74,605/Yr

The examination will be held to establish an eligible list for one (1) current vacancy in the Niagara County Highway Division – Public Works. The eligible list resulting from this examination will be used to fill this vacancy and any other appropriate vacancy which may occur under the jurisdiction of Niagara County Civil Service 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

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. **Your application will be disapproved if you do not meet these qualifications or fail to clearly state your qualifications. Should your application be disapproved, your filing fee will not be refunded.**

Graduation from high school or possession of a New York State equivalency diploma and five (5) years of full-time paid experience in construction and maintenance of roads, two (2) years of which involved leading, directing and assigning the work of others in this field.

DUTIES: The work involves responsibility for planning, coordinating and reviewing the activities of work crews engaged in construction and maintenance of county roads and adjacent areas. The incumbent is responsible for the efficient and economical use of work crews, materials and equipment in the various construction and maintenance activities. The work is performed under the general supervision of the Deputy Commissioner of Public Works-Highways, Bridges, and Structures and the Commissioner of Public Works who approves recommended maintenance and assign and check projects for completeness and efficiency. The incumbent exercises independent judgment in carrying out the details of the work. Supervision is exercised over Road Maintenance Supervisors and other subordinate employees. Does related work as required.

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 you are responsible for submitting all of the required documentation or your application will be disapproved.

APPLICATIONS MUST BE
RECEIVED BY OR
POSTMARKED
FEBRUARY 29, 2012

A non-refundable **\$15.00** application fee must accompany each application. Submit check or money order only - payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: January 30, 2012

EXAMINATION DATE
APRIL 28, 2012

SUBJECT OF EXAMINATION – There will be a written test which you must pass in order to be considered for appointment. The written test is designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Administrative supervision** - These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.
2. **Methods and materials of road reconstruction** - These questions test for knowledge of the practices and materials used in the reconstruction and repair of roadways, with emphasis on bituminous and concrete surfaces.
3. **Highways, drainage facilities, related structures, and snow and ice control** - These questions test for knowledge of the maintenance and repair of highway-related structures and may include such areas as roadway surfaces, shoulders, embankments, drainage materials, guide rails, highway maintenance equipment, and ice and snow removal and control.
4. **Bridge reconstruction, maintenance and repair** - These questions test for knowledge of the proper methods, materials and equipment used in the upkeep of bridges and bridge abutments and may include such areas as concrete and pavement maintenance, steel maintenance including sandblasting, painting and welding, and appropriate environmental and worker protection safeguards.
5. **Safety practices** - These questions test for knowledge of and the ability to apply safety principles related to public works construction zones, including traffic control, safe use of equipment and the overall safety of workers, the traveling public and the work environment.
6. **Plans, specifications and technical instructions** - These questions test for the ability to understand, analyze and perform computations based on technical drawings and written presentations related to various public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.
7. **Scheduling work and equipment** - These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours and shift coverage.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

NOTICE TO CANDIDATES: Use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with **TYPEWRITER KEYBOARDS** such as **Computers, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries**, or any similar devices **are prohibited**. **You will not be permitted to use the calculator function of your cell phone.**

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.**

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” - prior to filing for this examination.