



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

Joseph A. Vacanti Jr
Personnel Officer

(716) 438-4071

BUILDING MAINTENANCE MECHANIC

NO. 60-946 Examination Open to the Public

Salary \$15.76 – 17.46/Hr

The eligible list resulting from this examination will be used to fill vacancies which may occur in the Niagara County Public Works Department 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 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, within Niagara County, 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. **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.**

Two (2) years of full-time paid experience in general building maintenance or experience in two (2) or more of the following trades: carpentry, plumbing, masonry or electrical field.

***SPECIAL REQUIREMENT:**

1. Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field per Civil Service Action April 24, 1989.
2. May be required to possess within six (6) months of appointment, an appropriate level valid Asbestos Removal License issued by the New York State Department of Labor. An administrative letter is required from any appointing authority requiring such license.

North Tonawanda School District waives the requirement of a valid New York State Motor Vehicle License per Administrative Memo 6/2/97.

DUTIES: The work involves responsibility for the repair and maintenance of buildings, grounds, and equipment. Is responsible for performing skilled work of a general mechanical nature which may include one or more of the building or service trades such as carpentry, plumbing, painting, masonry, heating or electrical maintenance and repair, welding, sheet metal work, locksmith functions, etc. Works under the general supervision of a supervisor or department head who assigns and inspects work for conformance with procedures and regulations. Employees may exercise independent judgment in carrying out the details of the work. May supervise the work of others in such work and for training purposes. Does related work as required.

Special Requirement for Appointment in School Districts and BOCES: Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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
SEPTEMBER 7, 2010

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: August 2, 2010

EXAMINATION DATE
OCTOBER 30, 2010

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.

SCOPE 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. **Building maintenance and repair** - These questions test for knowledge of the basic principles, practices and techniques essential to the proper maintenance and repair of various types of buildings, including such areas as building maintenance, preventive maintenance, and minor repair of building structures, electrical, and plumbing systems. This may include maintenance and repair of roofs, windows, walls, floors, millwork, insulation, masonry, pipes and valves, electrical wiring and switches, and painting. Questions may also include topics such as the proper tools and materials used in building maintenance and repair work as well as proper and safe practices and techniques when using these tools and materials.

2. **Building trades, including mechanical and electrical** - These questions test for knowledge of the principles and practices involved in overseeing physical plant facilities and may include such areas as maintenance and repair activities involving carpentry, electrical systems, plumbing and sanitary systems, heating and ventilating systems, painting, masonry work, roofing, and similar types of physical plant maintenance and upkeep.

3. **Tools and their uses** - These questions test for knowledge of the various types of tools used in building maintenance and repair work, including the proper use of these tools.

4. **Operation and maintenance of heating and ventilating systems** - These questions test for knowledge of the principles and operating practices of heating and ventilating systems including such areas as air supply and exhaust systems, circulating fan capacities, ventilation requirements, steam, hot water, and hot air heating systems, and boiler operation.

NOTICE TO CANDIDATES: Use of calculators is **ALLOWED**. 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**.

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.

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| Niagara County Civil Service #956 |
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