



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

Joseph A. Vacanti Jr
Personnel Officer

(716) 438-4071

MAINTENANCE SUPERVISOR/BUILDINGS & GROUNDS

NO. 60-949 Examination Open to the Public

Salary \$20.03 – 23.49/Hr

The eligible list resulting from this examination will be used to fill one (1) vacancy that currently exists 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.**

Graduation from high school or possession of a New York State equivalency diploma:

AND: Four (4) years of experience in supervising a minimum of ten (10) journeyman maintenance employees in the operation and maintenance of large-scale building or buildings, and shall have at least two (2) years of full-time paid experience as a journeyman electrical, carpenter or pipe fitter. Supervisory experience shall have involved purchasing, inventory, payroll, budget and the preparation of specifications of equipment and materials.

SPECIAL NOTE: Large-scale building or buildings are 40,000 square feet or more.

DUTIES: Performs skilled journeyman work and is responsible for the maintenance, repair and improvement of all buildings. General instructions are received from the Deputy Commissioner of Public Works/Buildings & Grounds regarding what tasks are to be performed, permitting considerable leeway for planning technical details of each assignment. Immediate supervision is exercised over assigned personnel. Performs 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.

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
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

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. **Work scheduling** - These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work 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.
4. **Review and interpretation of plans and specifications, the preparation of estimates, and oversight of contract compliance** - These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; the ability to calculate accurate estimates of material and labor costs, to oversee construction contracts, and to manage contract compliance.
5. **Operation and maintenance of heating, ventilating and air conditioning systems** - These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as air supply and exhaust systems, circulating fan capacities, building ventilation requirements, steam, hot water, and hot air heating systems; boiler operation; the refrigeration cycle, types and characteristics of refrigerants, troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.
6. **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.

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.