

**MUNICIPAL CIVIL SERVICE COMMISSION  
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK**

**OPEN COMPETITIVE EXAMINATION  
FOR  
BUILDING MAINTENANCE MECHANIC**

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**LAST DAY FOR FILING:**

**MAY 6, 2015**

Exam No. 67-284

**DATE OF EXAMINATION:**

**JUNE 6, 2015**

3/4/2015

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**FILING FEE:** A \$15.00 filing fee must accompany your application. Checks and money orders made out to the City of Lockport Department of Civil Service.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur within the City of Lockport jurisdiction.

**SALARY:** Will vary depending on location (School District, Housing Authority or City of Lockport)

**DUTIES:** The work involves responsibility for the repair and maintenance of buildings, grounds and equipment. The work performed is of a general mechanic nature and may include carpentry, plumbing, painting, masonry, heating or electrical repair and maintenance, welding, sheet metal work, minor maintenance and repair of vehicles, locksmithing or related trades. Although employee in this class, because of the individual training and experience, generally devotes a greater part of their time to a particular specialized field, they are required to work in various mechanical fields as the occasion demands. The work is performed under general supervision with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinate employees. Does related work as required.

**MINIMUM QUALS:** One (1) year of experience at the journey level in one of the recognized skill trades;

OR: 2. Two (2) years of experience in general building maintenance or building construction.

OR: 3. An equivalent combination of training and experience as defined by the limits of (a) and (b).

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State Driver's license at the time of appointment and throughout the incumbent's appointment.

**SCOPE OF EXAM: 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, 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.

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\*\*](http://www.cs.ny.gov/testing/localtestguides.cfm)

### **CALCULATORS ARE ALLOWED FOR THIS EXAMINATION**

Candidates are allowed to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Use of books and other reference material is prohibited.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations with rating of exams will apply to this test.