

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

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OPEN COMPETITIVE EXAMINATION  
FOR:  
SENIOR WATER MAINTENANCE WORKER

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**LAST DAY FOR FILING:**  
SEPTEMBER 17, 2015  
Exam No. 64-312

**DATE OF EXAMINATION:**  
OCTOBER 17, 2015

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**FILING FEE:** A non-refundable \$15 filing fee must accompany your application. If paying by check or money order please make checks out to City of Lockport Dept of Civil Service.

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

**SALARY:** \$17.96-\$22.59/hr

**DUTIES:** The work involves responsibility for leading and participating in a variety of semi-skilled activities in connection with the construction, maintenance, and repair of water mains, services, hydrants, and water meters. Complex or unusual work is performed under the direct supervision of the Water Distribution Maintenance Supervisor while routine tasks are performed under general supervision and inspected upon completion. Direct supervision is exercised over the work of Water Maintenance Workers and other subordinate employee's. Does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following either on or before the date of the written examination:

- (a) One year of experience as a Water Maintenance Worker; **OR**
- (b) Two (2) years of experience as a plumber's assistance; **OR**
- (c) Three (3) years of experience in street construction or public works activities; **OR**

An equivalent combination of training and experience as defined by the limits of (a), (b), or (c).

**SUBJECT OF EXAM:** Written examination will cover knowledge, skills and abilities in such areas as:

**1. 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.

## **2. Water distribution systems and fire hydrants**

These questions test for knowledge of the proper methods, materials and equipment used in the installation, testing, repair and operation of waterlines, fire hydrants and related appurtenances, including trenching and safety practices.

## **3. Installing, repairing and servicing fire hydrants, valves and water service boxes and maintaining waterlines**

These questions test for knowledge of the basic practices, materials, tools, devices and equipment used in the maintenance and repair of a water distribution system, including fire hydrants and related appurtenances.

## **4. Mechanical devices and tools used in maintenance work**

These questions test for knowledge of general mechanical principles and for the ability to identify various types of hand tools and construction equipment and their proper use and maintenance.

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 AND RECOMMENDED FOR THIS EXAMINATION**

Unless otherwise notified candidates are permitted 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 other similar devices are prohibited. Use of books and other reference materials are prohibited.

**SENIORITY POINTS:** Points will be added to passing eligible scores as follows:

Less than 1 year	0 points
Over 1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points
Over 26 years up to 31 years	6 points

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

## GENERAL INSTRUCTIONS

**APPLICATION FORMS:** May be obtained and filed with the Civil Service Commission located at One Locks Plaza, Lockport, New York 14094. One application must be filed for each examination. They must be received in this office by the last filing date.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. **Be very specific in explaining experience that will qualify you for the position sought. Any ambiguity and vagueness will not be resolved in your favor.** Each separate sheet attached to the application must be signed.

**ADMISSION NOTICE:** Accepted candidates will be notified in advance as to the time, place and date of the test, you may not be admitted without an admission notice. If you have not received your notice to appear for the written exam three days before the date of the exam please call 439-6659.

### ALTERNATE TEST DATE

**POLICY:** The following are reasons the City believes warrant granting an alternate test date. Other reasons not listed below will be considered on an individual case basis:

1. Death in the immediate family or household within the week preceding the exam.
2. Military commitment.
3. Wedding, baptism, bar mitzvah, or graduation.
4. Professional examination such as CPA, ACSW and the BAR, also SAT, College Boards.
5. Non-refundable vacation
6. Court appearance.
7. Medical emergency involving hospital confinement or certification from a physician stating the candidate is unable to appear for the exam, stating specific medical problem.
8. Weather emergency conditions.

**SATURDAY SABBATH OBSERVERS AND/OR PHYSICALLY HANDICAPPED PERSONS:** If special arrangements are necessary for testing indicate this on your application.

### APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE

**JURISDICTIONS:** If you applied for both STATE and LOCAL government exams, you MUST make arrangements to take all exams with the STATE EXAM CENTER. If you have applied for other local exams, you must contact each jurisdiction. The City of Lockport requires a written request. You must notify all jurisdictions at which test site you will be taking your exams.

**CALCULATOR'S:** Unless otherwise notified, 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.

**VETERANS:** Veterans or disabled Veterans who are eligible for additional credit must submit an application for Veteran's Credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's Credits are available from this office. Disabled and non-disabled Veteran's as defined in Section 85, of the New York State Civil Service Law, will have ten (10) or five (5) points, respectively added to their earned scores if successful in the examination.

### ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS & POLICE OFFICERS:

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional **TEN (10)** points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A

candidate claiming such credit has a minimum of **TWO (2)** months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

This examination will be prepared and rated in accordance with Section 23(c) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

### 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.

### APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications can be obtained at the City of Lockport Department of Civil Service, Municipal Building, One Locks Plaza, Lockport NY 14094.**

### IN CASE OF A WEATHER

**EMERGENCY:** Please tune in to local radio station WLVL 1340.

