

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

OPEN COMPETITIVE EXAMINATION
FOR:
DIRECTOR OF PUBLIC WORKS

LAST DAY FOR FILING:

APRIL 9, 2019

Exam No. 65-434

DATE OF EXAMINATION:

MAY 11, 2019

FILING FEE:

A \$15 filing fee must accompany your application. Checks/money orders made out to City of Lockport.

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.

SALARY:

\$86,700/yr

DUTIES:

The work involves responsibility for planning, directing and overseeing the safe and efficient operation of the Streets, Equipment Maintenance, Parks, Building Maintenance, Street Lighting, Municipal Water and Sewer, and Wastewater distribution divisions. An employee in this position is allowed leeway for planning and directing activities and dealing with emergency conditions. Work is performed under the general supervision of the Mayor with leeway for the exercise of independent judgement and decision within prescribed limits. Supervision is exercised over the work of all subordinate personnel within these divisions.

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

1. Graduation from a regionally accredited or NYS Registered College with a Bachelor's Degree in Public Administration, Business Administration, Civil Engineering or closely related field and six (6) years of full-time paid experience in a responsible management position involving public works, water or sewer utilities or closely related field; or
2. Eligibility for a professional Engineering License issued by the State of New York and possession at the time of appointment and six (6) years of full-time paid experience in a responsible management position involving public works, water or sewer utilities or closely related field; or
3. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Public Administration, Business Administration, Civil Engineering or closely related field and eight (8) years of satisfactory full-time paid experience in a responsible management position involving public works, water or sewer utilities or closely related field

SUBJECT OF EXAM:

Written examination will cover knowledge, skills and abilities in such areas as:

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. Maintenance and reconstruction of streets, sidewalks and curbs

These questions test for knowledge of the proper methods, materials and equipment used in the installation, repair and upkeep of street surfaces, utility access holes, gutters, catch basins, curbing and sidewalks, including ice and snow removal and control.

3. Maintenance and construction of sanitary and storm sewer systems

These questions test for knowledge of the proper methods, materials and equipment used in the installation, maintenance, repair and cleaning of sanitary and storm sewers, catch basins and related appurtenances; and proper trenching and backfilling procedures.

4. 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.

5. 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 public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.

6. 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: <https://www.cs.ny.gov/testing/testguides.cfm>

CALCULATORS ARE ALLOWED 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.

This written exam 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 dealing with rating of exams will apply to this test.