



ERIE COUNTY PROMOTIONAL EXAM

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

Superintendent of Public Works NO. 70-672

VILLAGE OF KENMORE;
VILLAGE OF HAMBURG;
VILLAGE OF LANCASTER

SALARIES VARY

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE VILLAGE OF KENMORE; VILLAGE OF HAMBURG AND VILLAGE OF LANCASTER. There is one vacancy in the Village of Hamburg, one vacancy in the Village of Kenmore and one vacancy in the Village of Lancaster. The eligible list resulting from this examination will be used to fill this vacancy and other appropriate vacancies which may occur in municipalities or districts under the jurisdiction of Erie County Civil Service while this list is active. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated. Successful candidates will only be considered for appointment in the department in which they were employed at the time of the written test.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months in the position of Assistant Superintendent of Public Works.

SPECIAL REQUIREMENT: The Village of Alden requires the possession of the appropriate certificates and/or licenses necessary to operate water plant and water treatment systems or the ability to obtain these credentials prior to permanent appointment. Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

DUTIES: A *Superintendent of Public Works* plans, organizes and supervises the activities of the Department of Public Works, including street, sewer and water line maintenance and repair, refuse collection, shade tree maintenance, water pumping stations, municipal lighting, electric transmission, distribution and hydroelectric generating facility, sidewalk maintenance, traffic signal and alarm systems, signs, the garage, snow removal facilities and the dog pound; supervises the maintenance and repair of a sewage treatment plant; maintains and supervises the use of buildings, properties, material apparatus and equipment used by or designated to be under the control of the department of Public Works; prepares budget estimates for activities of the Department of Public Works; administers the expenditure of funds appropriated for departmental function; conducts all personnel actions within the department, including interviewing applicants, making assignments, transfers and recommendations for promotions, hiring and dismissal and administration of Union contracts; remains available for emergency calls as indicated; supervises the maintenance of all department records and the ordering and requisitioning of supplies and materials; develops contract and equipment specifications; represents the municipality in contracts with other governmental jurisdictions, contractors and other public work matters; attends meetings of the municipal board; inspects and makes recommendations on the acceptance of work of outside contractors or consultants; may operate various motor equipment.

SUBJECTS OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or 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.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

EXAMINATION DATE

APRIL 28, 2012

SEE
REVERSE
SIDE

APPLICATIONS MUST BE
POSTMARKED BY

MARCH 28, 2012

2. **ADMINISTRATION:** These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.
3. **PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **MAINTENANCE & RECONSTRUCTION OF STREETS, SIDEWALKS & 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.
5. **MAINTENANCE & CONSTRUCTION OF SANITARY & 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.
6. **WATER DISTRIBUTION SYSTEMS & FIRE HYDRANTS:** These questions test for knowledge of the proper methods, materials, tools and equipment used in the installation, testing, repair and operation of waterlines, fire hydrants and related appurtenances, including trenching and safety practices.
7. **PLANS, SPECIFICATIONS & TECHNICAL INSTRUCTIONS:** These questions test for the ability to understand, analyze and perform computations based on technical drawings and written presentations related to various public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.
8. **PURCHASING PROCEDURES, COST ESTIMATES & CONTROLS, & CONTRACT ADMINISTRATION:** These questions test for knowledge of purchasing practices; cost accounting including calculating construction expenses; inventory control; contract provisions for public works projects; and properly overseeing projects to their completion.

"The New York State Department of Civil Service has not prepared a Test Guide for this examination. However, candidates may find information contained in the publication 'How to Take a Written Test' helpful in preparing for this examination. This publication is available online at: www.cs.state.ny.us/testing/localtestguides.cfm"

NOTICE TO CANDIDATES: It is **recommended** that candidates use a quiet, hand held, solar or battery powered calculator. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part. Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:
 Less than 1 year.....0 points
 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.....5 points

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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 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 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.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams being held on the same date for employment with New York State or any other local government jurisdiction, please complete and submit a **CROSS-FILER Form** with your Erie Co. application.

If you have applied for both **State** and **local** government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations

If you have applied for other local government examinations, call or write to each civil service agency to confirm arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. For this exam call (716) 858-8484 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE – READ CAREFULLY****

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.