



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

Malcolm A Needler  
Personnel Officer

(716) 438-4071

## ELECTRONICS TECHNICIAN – NORTH TONAWANDA

**NO 62-947 Examination Open to the Public**

**Salary \$50,724 – 63,546/Yr**

This examination will be held to establish an eligible list to fill vacancies which may occur in the City of North Tonawanda 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 an equivalency diploma:

- AND:**
1. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in electronics and two (2) years of satisfactory experience in the maintenance and repair of Supervisory Control and Data Acquisition (SCADA)\* equipment;
- OR:**
2. Four (4) years of satisfactory experience in the maintenance, repair and fabrication of electronic equipment, two (2) years of which must have been in the maintenance and repair of Supervisory Control and Data Acquisition (SCADA)\* equipment.

**\*Note:** Examples of SCADA equipment include but are not limited to remote readings of temperature, pressure, flow data, elevations of process material, the control of pumps, chemical injections, etc.

**SPECIAL REQUIREMENT:** Candidates must possess a valid New York State driver's license at the time of appointment and for the duration of employment.

**DUTIES:** This is a responsible position that maintains and repairs electrical/electronic equipment, devices, and apparatus that are located in a water or wastewater treatment facility and transmission system. Work is performed on a wide variety of electrical/electronic equipment which requires an in-depth knowledge of modern repair and maintenance procedures. The incumbent assembles and installs electrical/electronic equipment and maintains its proper operating condition. The incumbent is also responsible for the maintenance and repair of electric/electronic equipment including supervisory control and data acquisition equipment used in a water and/or wastewater treatment facility and transmission system. The incumbent may be assigned responsibility for maintaining critical equipment during emergencies. General supervision is received from the Chief Operator. Considerable leeway is allowed for the exercise of independent judgment in accordance with applicable laws and district policy. Employees in this class are required to travel between facilities. Does related work as required.

**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  
DECEMBER 14, 2015

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: November 17, 2015

EXAMINATION DATE  
FEBRUARY 6, 2016

**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.

**SUBJECT OF EXAMINATION** – There will be a written test which you must pass in order to be considered for appointment. The written test is designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Basic electronics, including electrical and electronic circuitry, schematics and wiring diagrams** - These questions test for knowledge of the concepts, principles, and practices involved in basic electronics, including electrical and electronic circuitry, schematics, and wiring diagrams; and may include such areas as the concepts of voltage, current, and resistance; the identification and function of circuit and solid state components; and the ability to interpret electrical and electronic schematics and wiring diagrams.
2. **Use of electronic test equipment** - These questions test for knowledge of the principles and practices involved in the use of electronic test equipment, including identification and proper selection of electronic test equipment.
3. **Repair, maintenance, and operating characteristics of electronic equipment** - These questions test for knowledge of the operating characteristics, proper maintenance, troubleshooting, and repair of electronic equipment.
4. **Operation, maintenance & repair of equipment used in instrumentation, including meters, sensors, indicators, recorders and data acquisition equipment** - These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of equipment used in electronic instrumentation, including meters, sensors, indicators, recorders, and data acquisition equipment. Topics covered will include equipment identification, selection, measurement, maintenance, and data interpretation.
5. **Mechanical, electrical and pneumatic principles** - These questions test for knowledge of the basic mechanical, electrical, and pneumatic principles involved in the operation of electro-mechanical instrumentation and control 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) or at [www.niagaracounty.com](http://www.niagaracounty.com)

**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**. *You will not be permitted to use the calculator function of your cell phone.*

**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.**

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **These documents must be received in our office by the time your name is considered for possible appointment. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

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.**