



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



DIRECTOR OF FACILITIES II Examination #72964 PROM

VACANCIES: At present there are no vacancies in the Seneca Falls and Waterloo Central School Districts. This eligible list will be used to fill future vacancies as they occur in the above Seneca County School Districts. **One eligible list will be established and separate certifications will be sent to the respective appointing authorities.**

SALARY: Promotional salaries vary by Jurisdiction

APPLICATION FEE: None for promotion exam. **See below link for state exam/fee information.**

NOTE TO APPLICANTS:

You must apply for both the statewide open-competitive examination and this promotion examination. Even if you are only interested in a promotion, you **MUST** take the corresponding statewide examination for the title listed above and for which you meet the minimum qualifications. Information on how to apply and pay the fee for the statewide open-competitive examinations can be found at www.cs.ny.gov.

Even though you must apply for both the statewide open-competitive examination and promotion examinations, you only have to take one examination which will be used to establish both the statewide open-competitive and the promotion eligible list for that title.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:
January 5, 2019

Applications Accepted Up To:
November 16, 2018

PROMOTIONAL QUALIFICATIONS:

To be eligible for appointment from the promotional eligible list: Candidates must be a qualified employee of Seneca Falls Central School District or Waterloo Central School District and have had the following : Two (2) years of continuous permanent full-time competitive class status in the title of Senior Custodian immediately preceding the date of the examination.

To **participate in the written test to be held on January 5, 2019**, you must be employed in a competitive class position in one of the following school districts: Seneca Falls Central School District or Waterloo Central School District; **AND** meet the following open-competitive qualifications:

Graduation from high school or possession of a high school equivalency diploma and one of the following:

- A. A Bachelor's or higher-level degree in School Facilities Management, Engineering, Construction Management or Architecture and two years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have been at a supervisory* level; or
- B. An Associate's Degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and four years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have been at a supervisory* level; or
- C. Six years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have been at a supervisory* level;
- D. An equivalent combination of education and experience as defined in (A), (B) and (C) above.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

A degree in landscape architecture shall not be qualifying.

*Employee supervision is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.

Construction Management: Includes management of a building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

- Schedules inspections and completes reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;
- Supervises staff responsible for daily preventive maintenance and custodial activities which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;
- Manages, develops and schedules a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;
- Inspects and oversees painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;
- Supervises the in-service training of custodial, maintenance and if applicable, transportation employees;
- Discusses capital projects, maintenance, repair and operational needs with school administrator(s);
- Reviews the School District's expenditures from the prior year and assists the administration with the budget process by forecasting and planning for the upcoming budget;
- Monitors expenses to ensure budgetary limits established by the School Board are not exceeded;
- Recommends purchase of materials and supplies and develops and directs the maintenance of the inventory control system;
- Reviews decisions made by lower-level supervisors regarding work schedules, vacation requests, personal and sick leave requests to ensure compliance with District politics and procedures;
- Maintains records and prepares reports related to operations and the work performed and schedules repairs when necessary;
- Recommends staffing to administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;
- Manages, and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, HVAC and electrical systems;
- Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractor to perform repairs when a non-routine issue is identified;
- Oversees or performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;
- Ensures removal of snow and ice from sidewalks and roadways;
- Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;
- Swimming pool maintenance, if applicable, is limited to maintaining pool's cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public.
- May work with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;
- May use a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;
- May be responsible for operating motor equipment related to the work.

VETERANS CREDITS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: 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 rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, ‘Spell Checkers, Personal Digital Assistants, Address Books,’ Language Translators, Dictionaries, or similar devices are prohibited. **USE OF CALCULATORS IS ALLOWED.**

GENERAL INSTRUCTIONS AND INFORMATION:

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps>
2. Before filling out your application, read the announcement for this examination carefully to determine if you clearly meet the minimum qualifications for this exam.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.
5. Falsification of any part of the “Application for Employment” will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must complete an “Application for Employment” for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time paid experience. (Part-time paid experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

SENIORITY RATING:

Seniority credits will be added to the raw score of passing candidates as follows: Seniority is credited at 1 point for each appropriate 5-year period or fraction:

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 up to 26 years	5 points
Over 26 years up to 31 years	6 points

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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. Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

3. Facilities management

These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance, and repair of physical plant facilities. This may include: principles and practices involved in managing a building maintenance and energy conservation program ability to read and understand typical building plans, layouts, and technical specifications ability to calculate accurate estimates of material and labor costs knowledge of typical contract documents ability to oversee construction contracts and to manage contract compliance establishing and maintaining accident prevention and safety programs principles and practices used by administrators when participating in the budget process. Questions may cover such areas as: building structural elements electrical and mechanical systems proper building maintenance techniques, including determining the need for and scheduling repairs energy conservation practices, including optimal heating plant and cooling system operation.

A Guide for the Written Test for Director of Facilities is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.
SENECA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Issued: October 24, 2018

DIRECTOR OF FACILITIES I, II AND III

IMPORTANT EXAMINATION INFORMATION FOR SCHOOL DISTRICT EMPLOYEES

PLEASE POST CONSPICUOUSLY FROM October 19, 2018 TO JANUARY 5, 2019

- ALL candidates must take the statewide open-competitive examination.
- Even if you are only interested in a promotion, you **MUST** take the statewide open-competitive exam.
- There will be an examination for each of the three levels in the Director of Facilities (DOF I, II, III) title series.
- If you are interested in more than one level of the title, you must apply for **EACH** of the levels you are interested in.
- Be careful that you meet the minimum qualifications for the exam(s) you want to take. If you apply for an exam but do not meet the required minimum qualifications, you will be disqualified. The exam fee will not be refunded.
- The fee for each examination is \$45.
- One examination for each level will be held that will result in two kinds of eligible lists:
 - All applicants who pass the statewide open-competitive examination will be placed on a statewide open-competitive eligible list.
 - Applicants who meet the requirements for promotion, apply for a promotion examination, and pass the statewide open-competitive exam; will also be placed on a promotion eligible by their local civil service agency.
- **HOW TO APPLY FOR THE STATEWIDE OPEN-COMPETITIVE EXAMINATION**
 - Visit the New York State Department of Civil Service website at: www.cs.ny.gov
 - Apply online.
- **HOW TO APPLY FOR A PROMOTION EXAMINATION**
 - Contact your local civil service agency for details on how to apply.
 - A list of all local civil service agencies can be found at:
<http://www.cs.ny.gov/jobseeker/local.cfm>