

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE
COUNTY OFFICE BUILDING
WAMPSVILLE, NEW YORK

#65-434 BUILDING MAINTENANCE SUPERVISOR
(Open Competitive)

#71-498 BUILDING MAINTENANCE SUPERVISOR
(Promotion)

DATE OF EXAMINATION:
June 4, 2016

APPLICATIONS ACCEPTED UNTIL:
April 15, 2016

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE.

A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE MUST ACCOMPANY EACH APPLICATION - \$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER.

Since application fees are non-refundable, you are urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified.

If you are a Madison County employee in a position represented by the CSEA White Collar Unit, you are not required to submit a processing fee under the current negotiated agreement.

SALARY: \$53,821/yr. (2016 Min. Hire Rate)

VACANCIES: The eligible lists established as a result of these examinations will be used to fill present and future vacancies as they occur in the Madison County Building Maintenance Department*.

*Where a vacancy exists for Building Maintenance Supervisor, preference in certification from the promotional eligible list will be given. The Open Competitive eligible list will be certified after the promotional list has been exhausted.

An open competitive and a promotional examination will be conducted for this title. Candidates may only file for one examination, not both. Please read this announcement carefully since qualifications vary.

OPEN COMPETITIVE-RESIDENCY: There are no residency requirements to take this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

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 arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

DISTINGUISHING FEATURES OF THE CLASS: The Building Maintenance Supervisor is responsible for directing the activities of the Maintenance Department. The incumbent also has oversight over the Central Services Department. The incumbent assists in the planning, assignment, and coordination of a variety of administrative and technical projects regarding the maintenance and upkeep of County buildings and grounds. The work is completed at the executive level under the general supervision of the Board of Supervisors. The position requires interaction with co-workers, engineers, architects, contractors, vendors, and the general public. The position exercises direct and functional supervision over subordinate department employees and part-time employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time equivalent, in general buildings and grounds maintenance activities, one (1) year of which must have been in a supervisory capacity.

NOTE: Experience in any of the standard building construction trades may be substituted for the above experience on a year-for-year basis.

PROMOTION: Limited to current employees in the Madison County Building Maintenance Department with at least two (2) years of continuous full-time permanent competitive class status as a Senior Building Maintenance Worker or four (4) years of continuous full-time permanent class status as a Building Maintenance Worker.

SPECIAL REQUIREMENT: Possession of an appropriate driver's license issued by the New York State Department of Motor Vehicles is required at the time of appointment and maintenance of said license for the duration of appointment.

Seniority Points will be added to the written test score of candidates who pass the written test in accordance with County policy. Rating is based on the length of continuous permanent classified service. A copy of the seniority policy is available from the Madison County Personnel/Civil Service Department or a copy is posted on the Madison County Personnel Department's intranet page.

OPEN COMPETITIVE ONLY - PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES

SCREENING: When you are offered a full-time permanent or contingent permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

1. Building Maintenance and Repair: These questions test for knowledge of the basic principles, practices and techniques essential to the proper maintenance and repair of various types of buildings, including such areas as building maintenance, preventive maintenance, and minor repair of building structures, electrical, and plumbing systems. This may include maintenance and repair of roofs, windows, walls, floors, millwork, insulation, masonry, pipes and valves, electrical wiring and switches, and painting. Questions may also include topics such as the proper tools and materials used in building maintenance and repair work as well as proper and safe practices and techniques when using these tools and materials.

2. Building Trades, including Mechanical and Electrical: These questions test for knowledge of the principles and practices involved in overseeing physical plant facilities and may include such areas as maintenance and repair activities involving carpentry, electrical systems, plumbing and sanitary systems, heating and ventilating systems, painting, masonry work, roofing, and similar types of physical plant maintenance and upkeep.

3. Review and Interpretation of Plans and Specifications, and the Preparation of Estimates: These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; and for the ability to calculate accurate estimates of material and labor costs.

4. Operation and Maintenance of Heating, Ventilating and Air Conditioning Systems: These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as air supply and exhaust systems, circulating fan capacities, building ventilation requirements, steam, hot water, and hot air heating systems; boiler operation; the refrigeration cycle, types and characteristics of refrigerants, troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.

5. 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.

Unless otherwise notified, *candidates are permitted to use quiet, hand-held, solar or battery powered calculators*. Cell phones, devices that may be connected to a computer, and 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.

OTHER INFORMATION FOR CANDIDATES: 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 test. This publication is available online at: www.cs.ny.gov/testing/localtestguides.cfm.

NOTE: Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

APPLICATIONS: May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](#) can also be downloaded at the Personnel Department's website www.madisoncounty.ny.gov. Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

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. You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315)366-2341 or you can download the form from the Madison County Personnel Department's website www.madisoncounty.ny.gov.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

FOR OPEN COMPETITIVE EXAMS ONLY: ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

THOSE REQUIRING RELIGIOUS ACCOMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: March 16, 2016

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER