

PLEASE POST CONSPICUOUSLY

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

#75-650 DIRECTOR OF FACILITIES II
(Promotion)

DATE OF EXAMINATION:

January 24, 2015

APPLICATIONS ACCEPTED UNTIL:

November 26, 2014

**APPLICATION and the attached PROMOTION APPLICANT CERTIFICATION FORM
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.**

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 for the statewide open-competitive examinations can be found at www.cs.ny.gov.

DO NOT SEND YOUR STATE APPLICATION OR STATE FEE TO MADISON COUNTY.

Even though you must apply for both the statewide open-competitive examination and promotion examination, you will only be taking one examination which will be used to establish both the statewide open-competitive and the promotion eligible list for that title. **You must also complete the “Promotion Applicant Certification Form” found attached to this exam announcement or at the following website: www.madisoncounty.ny.gov/promo.certI.**

PROMOTION QUALIFICATIONS:

To **participate in the written test to be held on January 24, 2015**, you must be employed in one of the following school districts:

- **CANASTOTA, CAZENOVIA, OR CHITTENANGO AND**, meet both the following open-competitive and promotional qualifications:

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

- (A) A Bachelor’s Degree, or higher-level degree, in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and two (2) years of full-time paid, or its part-time equivalent, experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included two years of supervisory experience; or
- (B) An Associate’s Degree, or higher-level degree, in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and four (4) years of full-time paid, or its part-time equivalent, experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included two years of supervisory experience; or
- (C) Six (6) years of full-time paid, or its part-time equivalent, experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included two years of supervisory experience.

*Skilled trades include journey level experience as a carpenter, electrician, mason, plumber or heating, ventilating and air conditioning installers.

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.

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.

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

PROMOTION:

To be **eligible for appointment from the promotion eligible list:**

You must be a qualified employee of one of the above-listed school districts and have had the following:

- 48 months as a permanent Head Custodian; or 24 months as a permanent Building Maintenance Mechanic.

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.

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.

SALARY: Varies

VACANCIES: The eligible list established as a result of this promotion examination will be used to fill vacancies as they occur in those school districts whose civil service is administered by the Madison County Department of Personnel/Civil Service.

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 Director of Facilities II is responsible for planning, organizing and directing the custodial and maintenance activities of a School District's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local and federal laws, rules and regulations which apply to school district facility operations and maintenance. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. This position differs from Director of Facilities I in that the incumbent has a greater scope of responsibility, and is typically responsible for the supervision of more than one unit. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. This position differs from Director of Facilities III in that this position is less administrative in nature. The work is performed under general supervision of a School District Administrator, which may include the Superintendent, with leeway allowed for the exercise of independent judgment in carrying out details of the work. The incumbent performs related work as required.

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. Review and Interpretation of Plans and Specifications, the Preparation of Estimates, and Oversight of Contract Compliance: These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; the ability to calculate accurate estimates of material and labor costs, to oversee construction contracts, and to manage contract compliance.

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; the principles and practices involved in managing a building maintenance and energy conservation program; knowledge of typical contract documents; establishing and maintaining accident prevention and safety programs; and the 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; reviewing and interpreting contracts; work place safety, including safety inspections, accident investigations, safety training, hazardous materials, personal protective equipment, and the mitigation of unsafe conditions; and program and capital budgeting, including estimating costs, budget proposals and justifications, controlling expenditures, and implementing the budget.

4. 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.

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: A Guide for the Written Test for Director of Facilities I/II/III is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm on or about **November 3, 2014**. 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.

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.

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: October 24, 2014

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Director of Facilities
Promotion Applicant Certification Form
Applicant Information

Applicant must complete this promotion applicant certification form and return it with your application to **MADISON COUNTY PERSONNEL/CIVIL SERVICE** no later than **11/26/2014**. A list of all local civil service agencies can be found at: www.cs.ny.gov/jobseeker/local.cfm.

Applicant Information

Date Filed: _____
Employee Name: _____ School District Name: _____
E-Mail Address: _____ SSN(Last Four): xxx-xx-_____

Examination Information

Promotion Exam Number: 75-650
Promotion Exam Title: Director of Facilities II
Civil Service Agency Name: Madison County

I understand that in order to be eligible for the above promotion examination, I also need to apply for and meet the qualifications for (check appropriate one):

- 25-909 – Director of Facilities I statewide open-competitive examination
 25-910 – Director of Facilities II statewide open-competitive examination
 25-911 – Director of Facilities III statewide open-competitive examination

Applicant's Signature:

For Municipal Civil Service Agency Use Only

The above applicant meets the locally established service requirements to participate in the above-listed promotion examination.

Name & Signature:

Once completed, please fax to the Office of Commission Operations & Municipal Assistance (OCOMA), New York State Department of Civil Service.