

PLEASE POST CONSPICUOUSLY

DELAWARE COUNTY PERSONNEL OFFICE ANNOUNCES

PROMOTIONAL EXAMINATION FOR
DIRECTOR OF FACILITIES II (SCHOOLS)
EXAM #78620

DATE ISSUED

November 11, 2022

DATE OF EXAMINATION

January 28, 2023

LAST FILING DATE

December 14, 2022

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

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.nv.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.

SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED

EXAMINATION FEE: A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee **MUST** accompany your application and be in our office by 4:30pm on the last filing date or you will not be approved to take the examination. Send or deliver your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED.****** No refund of fees will be allowed whether or not you meet the minimum qualifications. 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.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.delconv.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITION: The Eligible List resulting from this examination will be used to fill promotional vacancies in any school district under the jurisdiction of the Delaware County Personnel Office that has this position title.

SALARY: varies depending on location of position.

DUTIES: A Director of Facilities II is responsible for planning, organizing and directing the operation, maintenance and repair activities of a School District's facilities 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. Does related work as required.

REQUIREMENTS TO TAKE THIS EXAMINATION: Candidates for this examination must have 48 months as an Assistant Building Maintenance Mechanic or 36 months as a Building Maintenance Mechanic or 24 months as a Building Maintenance Mechanic II of permanent status immediately preceding the date of the written test in an agency or department under the jurisdiction of the Delaware County Personnel Office; AND 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 involved the *supervision of employees**; OR

(B) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology, Architecture 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 involved the *supervision of employees**; 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 involved the *supervision of employees**.

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.

*Supervision of Employees 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 driver's license to operate a motor vehicle in the State of New York 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.

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.

NOTE: Unless otherwise specified, all required experience must be full-time paid or its part-time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

NOTE: Rating of seniority is based on the length of continuous permanent classified service in the jurisdiction, with points added to an Eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule: 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; Etc.

A Guide for the Written Test for **Director of Facilities II** 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.

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

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; and 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; and energy conservation practices, including optimal heating plant and cooling system operation.

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 their 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.

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.

NOTICE TO CANDIDATES: CALCULATORS ARE ALLOWED. Unless otherwise notified, you are permitted to use quiet, hand-held, solar/battery powered calculators. Calculators 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.

This examination is announced and will be 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 the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, 1 Courthouse Square Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Delaware County Personnel Office is NOT responsible for the delivery, from this office by the postal system, of exam announcements or other material relating to the exam.

CROSS-FILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, **YOU** must make arrangements to take all the examinations at one test site. If you are taking a state exam you must sit at a State site. If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam. Please note that State exams cannot be given at our test site

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Office by 4:30pm on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if received on or before the last file date. Applications that are received after the Application Deadline and are not received in the Personnel Office by the last file date will not be accepted.

REASONABLE ACCOMMODATIONS, SPECIAL ARRANGEMENTS, ALTERNATE TEST DATES, MILITARY PERSONNEL: If you require reasonable accommodations as a disabled person, or special testing arrangements as one in need of religious accommodation, or are an alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation. If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you **MUST** call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

*****Religious Accommodation*****Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

*****Handicapped Persons:*****If special arrangements for testing are required, please indicate this on your application.

*****Active Duty Military Personnel:*****Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

*****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 credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to 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's the responsibility of the candidate to provide appropriate proof as defined in Section 85 of the 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 credits.

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

**DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER**

**DELAWARE COUNTY PERSONNEL OFFICE
LINDA PINNER, PERSONNEL OFFICER**