

[Promotional Application]

## ASSISTANT DIRECTOR OF FACILITIES II

Date Published: 08/02/2019

Open Competitive Examination #: 65-468

Application Deadline: 09/03/2019

Exam Date: 10/19/2019

Promotional Examination #: 72-641

Application Filing Fee (Non-Refundable): \$15.00

ALL APPLICATINS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

\$15.00 Non-Refundable Application Fee You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to: Chief Fiscal Officer, or by VISA, MC or Discover. Cash will be accepted only if paying in person.

SALARY AND VACANCIES: The title currently exists in the following school districts (salaries vary):  
East Syracuse-Minoa, Jordan-Elbridge, Marcellus, and Skaneateles

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists.

The resulting promotional eligible list will be used to fill vacancies in the agencies listed above. Your name will be certified for appointment only to the department in which you are employed on the date of examination.

Note to School District Promotion Examination Candidates: Successful candidates in School Districts will be certified to fill vacancies only in the agency in which they are employed on the date of examination. To qualify as a promotion candidate, the agency in which you are employed must be listed on this announcement.

DUTIES: This position is responsible for assisting the Director of Facilities II or the School District Administrator in planning, organizing and directing the custodial and maintenance activities of a School Districts 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. Does related work as required.

RESIDENCE REQUIREMENT: OPEN COMPETITIVE examination candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam. Preference in appointment may be given to local residents. Appointments to positions in some municipalities are subject to residence requirements pursuant to local laws.

**MINIMUM QUALIFICATIONS: On the date of examination, candidates must meet the following requirements:**

**PROMOTIONAL QUALIFICATIONS:** Candidates must be permanently employed in the competitive class and must have served continuously on a permanent basis for two (2) years immediately preceding the examination date in the title of Assistant Superintendent of Buildings and Grounds; **or**, two (2) years of permanent competitive class status in the title of Custodial Supervisor or Custodian III; **or**, three (3) years of permanent competitive class status in the title of Custodian II and **must** be currently employed in an agency listed above .

A combination of time served in the above titles sufficient to meet the maximum period of required service is also qualifying.

**OPEN COMPETITIVE QUALIFICATIONS:**

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

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology **and** one (1) year of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; **or**

(B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology **and** three (3) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; **or**

(C) Five (5) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or

\*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation

\*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber or HVAC (Heating, Ventilating and Air Conditioning) installers.

\*\*Semi skilled workers possess a working knowledge of tools and techniques in order to make repairs to plumbing, electrical, carpentry or HVAC (Heating, Ventilating and Air Conditioning) with little or no supervision. They possess training and experience, but not at the journey level.

**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 drivers 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.

**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.

**Volunteer Experience:** Volunteer experience will be allowed to substitute for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position.

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

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.

Operation, construction, alteration, and maintenance of physical plants, including mechanical and electrical equipment

These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance and repair of physical plant facilities including such areas as building foundation and framing, building hardware, insulation, and roofing; and building plumbing, electrical, sanitary, and heating, ventilating, and air conditioning systems.

Maintenance management and energy conservation

These questions test for knowledge of the principles and practices involved in managing a building maintenance and energy conservation program including such areas as determining the need for and scheduling building repairs; proper building maintenance techniques; and effective energy conservation practices for buildings, including optimal heating plant and cooling system operation.

Review and interpretation of contracts and codes

These questions test for knowledge of the principles and practices involved in reviewing and interpreting typical contract documents; and the ability to read and interpret standard building code reading selections.

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.

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.

**TEST GUIDE:** 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:

<http://www.cs.ny.gov/testing/testguides.cfm>

**CALCULATORS:** Unless otherwise notified, candidates are **RECOMMENDED** to use quiet, hand-held, and solar or battery powered calculators. 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. You may not bring cellular phones, beepers, pagers, or headphones.

**APPLICATION INSTRUCTIONS:** Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center)

**APPLICATION FEE:** Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to Chief Fiscal Officer. Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) on your check or money order). We do not accept applications by fax.

**APPLICATION FEES ARE NON-REFUNDABLE.** You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application. If you want Proof That You Submitted Your Application and/or Examination Fee, ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt.

**NOTE:** A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists. In addition, any subsequent application fees will not be refunded unless all such fees are paid in full.

**FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for 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 (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed Application Fee Waiver Request and Certification form). All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an Application Fee Waiver Request and Certification form and submit it with your application by the close of business at 4:30pm on the last file date as listed on the Examination Announcement.

The Application Fee Waiver Request and Certification form can be found in our office lobby or on our website in the Document Center.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Onondaga County Department of Personnel or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center). You will be responsible for the required evaluation fee.

**ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

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, please inform this office of this matter when you submit your application for examination.

**VETERAN CREDITS:** War veterans applying for additional credit must submit a copy of their DD-214 (discharge papers) with their application for examination or by one month following the date of examination. Veterans Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center).

**APPLICATION DEADLINE POLICY:** All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:30 p.m. on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

**MILITARY APPLICANTS:** In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an

application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

**EXAM INFORMATION:**

**EXAM NOTICE:** Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

**FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO: WIXT NEWS CHANNEL 9, WTVH NEWS CHANNEL 5, NEWS 10 NOW or any Clear Channel Radio Station.**

**EXAM ACCOMMODATIONS:** If you desire accommodation at the exam site due to disability, please indicate the disability and desired conditions necessary to accommodate your disability on the application or on a paper attached firmly to your application.

**RELIGIOUS ACCOMMODATION:** Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

**EXAM RATING:** When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

**ELIGIBLE LIST:** Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment. When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at Civil Service Exam Test Results [www.ongov.net/employment/ranking](http://www.ongov.net/employment/ranking).

**CANDIDATE FITNESS:** Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the Application for Employment may result in disqualification and possible legal action.

**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.

Onondaga County Cross Filer Notification Forms are available in our office or online at [www.ongov.net/Employment/document\\_center](http://www.ongov.net/Employment/document_center). Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 13th Fl, Syracuse NY 13202 OR FAX 315-435-8272 OR call 315-435-3537.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. Address change forms are available in the Personnel Department during normal office hours or online at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center)

**MILITARY MAKE-UP EXAMINATION:** Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving contact with students, a clearance for employment from the State Education Department is required.

**IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985,** candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

**PRE-EMPLOYMENT DRUG TESTING / BACKGROUND INVESTIGATION:** May be required for appointment or promotion.

**SENIORITY RATING:** Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:  
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 = 5 points

Seniority points will be calculated at the time of examination.

The promotional examination will be BAND SCORED. When a promotion examination is band scored, seniority credits are added to the raw score and not to the final score. Using this formula, the applicable seniority credits are added to the number of questions answered correctly (raw score) of passing candidates. This will result in a "total raw score," from which the final band score is determined.