

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

#79242 DIRECTOR OF FACILITIES II (Schools)
(Promotion)

DATE OF EXAMINATION:

January 28, 2023

APPLICATIONS ACCEPTED UNTIL:

December 14, 2022 by 4:00 p.m.

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.

TO APPLY FOR THIS PROMOTIONAL EXAM:

- Online: Go to <https://madison-portal.mycivilservice.com/exams>.
- By Mail: Applications can be downloaded from the Personnel Department's website at: <https://www.madisoncounty.ny.gov/301/Personnel-Forms>.
- Applications must be received or postmarked by the application deadline. Madison County is currently NOT charging for examinations. Carefully compare your qualifications against the minimum qualifications listed on the exam announcement and apply for only those examinations for which you clearly meet the required qualifications.

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:** <https://madison-portal.mycivilservice.com/exams>.

PROMOTION QUALIFICATIONS: To **participate in the written test to be held on January 28, 2023** you must be employed in a competitive class position in one of the following school districts:

- **CANASTOTA, CAZENOVIA OR CHITTENANGO CENTRAL SCHOOL DISTRICT** **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:

- (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 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.

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.

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 currently have the following permanent classified service:

- 48 months as a permanent Head Custodian or 24 months as a permanent Building Maintenance Mechanic or Work Crew Leader.

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.

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: All examinations for Director of Facilities positions for local and State government will be held at a State examination center.

DISTINGUISHING FEATURES OF THE CLASS: 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.

SUBJECTS OF EXAMINATION: A written 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.

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 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.

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.

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 ACCOMMODATIONS, 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: November 10, 2022

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Director of Facilities II
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 **December 14, 2022**. If you have any questions, please call (315) 366-2341. A list of all local civil service agencies can be found at: www.cs.ny.gov/jobseekers/local/cfm.

Applicant Information

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

Examination Information

Promotion Exam Number:	<u>79242</u>
Promotion Exam Title:	<u>Director of Facilities II</u>
Civil Service Agency Name:	<u>MADISON COUNTY</u>

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):

- ☐ 26896 – Director of Facilities I (Schools) statewide open-competitive examination
- ☒ 26897 – Director of Facilities II (Schools) statewide open-competitive examination
- ☐ 26898 – Director of Facilities III (Schools) 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 Municipal Service Division (MSD), New York State Department of Civil Service.

For additional information on the Director of Facilities Examination and to view the announcements for the Statewide Examinations please visit the New York State Department of Civil Service website at www.cs.ny.gov