

**PLEASE POST CONSPICUOUSLY**  
**MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**138 NORTH COURT STREET / P.O. BOX 636**  
**WAMPSVILLE, NEW YORK 13163**  
**(315) 366-2341**

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**#60009520**  
**BUILDING MAINTENANCE SUPERVISOR**  
**(Open Competitive)**

**#70004360**  
**BUILDING MAINTENANCE SUPERVISOR**  
**(Promotion)**

**DATE OF EXAMINATION:**  
**April 5, 2025**

**APPLICATIONS ACCEPTED UNTIL:**  
**February 14, 2025 by 4:00 p.m.**

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at: <https://www.madisoncounty.ny.gov/301Human-Resources-Forms>.
- Applications must be received or postmarked by the application deadline. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

**SALARY:** \$70,358/year (2025 Minimum Salary)

**VACANCIES:** The eligible lists established as a result of this examination will be used to fill present and future vacancies as they occur in the Madison County Facilities Department.\*

**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.**

\*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.

**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 a managerial position responsible for assisting in directing the day-to-day activities of the Madison County Facilities 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 under the general supervision of the Director of Public Facilities. Direct supervision is exercised over subordinate staff. The incumbent does related work as required.

**OPEN COMPETITIVE MINIMUM QUALIFICATIONS:** 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 MINIMUM QUALIFICATIONS:** Limited to current employees in the Madison County Facilities Department with at least two (2) years of continuous full-time service as a Senior Building Maintenance Worker or four (4) years of continuous full-time service as a Building Maintenance Worker.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at 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 Department of Human Resources or a copy is posted on the Madison County Department of Human Resources intranet page.

**NOTE:** According to Civil Service Law, Section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

**OPEN COMPETITIVE ONLY - PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING:** When you are offered a permanent, full-time or permanent, part-time appointment at Madison County, the offer of employment will be contingent upon successful completion of a pre-placement physical 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:

**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.

**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.

**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.

**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.

**CALCULATOR:** Use of a hand-held, battery or solar powered calculator for this exam is **RECOMMENDED**. Cell phones 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.

**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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**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.

**IDENTIFICATION:** 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.

**SECTION 23-2:** 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.

**ADDITIONAL CREDIT FOR OPEN COMPETITIVE ONLY:** 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.

**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: January 15, 2025

Ryan D. Aylward  
Madison County  
Director of Human Resources