



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN  
OPEN COMPETITIVE EXAMINATION FOR:

Title: Buildings Design Administrator

Number: 63191

Salary: \$74,258-108,001 – Dutchess County (Management Salary)

Date of Examination: 05/12/2018

Applications Accepted Until: 03/19/2018

Applications postmarked 03/19/2018 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

**Administration of an exam does not imply a vacancy exists.**

**A \$15.00 fee and examination application is required for each separately numbered examination:** Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Public Works.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before May 12, 2018:

EITHER: (A) Licensure in New York State as an Architect;

OR: (B) Graduation from a New York State recognized or regionally accredited college or university with a Bachelor's degree in architecture or a closely related field and one (1) year of work experience which primarily involved the design and management of large construction or renovation projects of institutional buildings.

**NOTE:** Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**SPECIAL REQUIREMENT:** Possession of a valid driver license at time of appointment and to maintain position.

**DUTIES:** This is an administrative and highly technical position with the Department of Public Works. The incumbent directs and oversees work pertaining to capital building and facility construction, renovation and demolition.

**EXAMPLES OF WORK (Illustrative Only):** Meets with various County staff and administrators to ascertain facility needs and determines the best way to meet those needs; inspects County buildings and other facilities to determine condition, need for maintenance and repair, and overall viability to meet County workforce requirements; in consultation with Department of Public Works administrative staff, develops capital building projects involving the construction, renovation, repair and demolition of County buildings and other facilities; develops architectural and project management drawings, plans, specifications and other documents; provides input on renovation and capital project estimated costs and budget projections; works with other departmental supervisors to oversee construction, renovation and demolition projects performed by internal staff; works closely with contractors, architects, and project managers to oversee construction, renovation and demolition projects performed by non-County staff; regularly visits work sites to monitor project progress, to ascertain quality of work, and to ensure adherence to plans and specifications.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

1. Principles of architectural design and methods of conserving energy in buildings - These questions test for knowledge of the techniques and standards involved in the professional architecture field and the proper construction and renovation procedures to use to improve the energy efficiency of buildings and related facilities.

2. Knowledge and application of codes related to building design, construction and renovation - These questions are related to codes found in the current versions of the New York State Uniform Fire Prevention and Building Construction Code, the National Fire Protection Association Life Safety Code (NFPA 101) and American National Standards Institute (ICC/ANSI A117.1).

3. Building design, construction and renovation principles, practices and materials including mechanical and electrical aspects - These questions test for knowledge of the design concepts, proper construction procedures, typical materials and codes used in the layout, planning, construction and rehabilitation of building structures, including the various types of mechanical, sanitary, lighting and electrical systems installed in buildings.

4. Program planning, project management and scheduling - These questions test for knowledge of the concepts, terminology, proper procedures, and computations used in the development, scheduling and oversight of various types of planning programs and contractual agreements for construction and renovation projects, including scheduling techniques such as the critical path method.

5. Contract administration, contract documents, specifications and estimates - These questions test for knowledge of the concepts, proper procedures, terminology and computations involved in building construction projects, and for the ability to prepare and implement contract documents and specifications; to prepare and review quantity and cost estimates; and to plan, coordinate and oversee construction projects to completion.

6. 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.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

The use of calculators is **ALLOWED** for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
APPLY ONLINE AT [WWW.DUTCHESSNY.GOV](http://WWW.DUTCHESSNY.GOV)

\*\*\*\*\*IMPORTANT  
No. 2018-00000069

SEE REVERSE

IMPORTANT\*\*\*\*\*  
ISSUED: 02/26/2018

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT**  
**[www.dutchessny.gov](http://www.dutchessny.gov) or [www.co.dutchess.ny.us](http://www.co.dutchess.ny.us)**

When the 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 administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

**RETURNED CHECK FEE:** A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**FINGERPRINTING:** An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

**WEATHER**

In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

**ALTERNATE TEST DATES** may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

**RELIGIOUS ACCOMMODATION:** – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

**SPECIAL ACCOMMODATION:** If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

**VETERANS:** Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

**CALCULATORS:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, 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.

**ADMISSION TO EXAMINATION:** Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

**If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.**

**CHANGE OF ADDRESS:** Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

**RESIDENCE PREFERENCE:** Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**MULTIPLE EXAMINATIONS:** If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site **no later than two weeks before the test date**. Call 845-486-2169 for further information regarding multiple examinations on the same date.

**NOTE:** 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.

**APPLICATIONS:** May be obtained online at [www.dutchessny.gov](http://www.dutchessny.gov), by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

**"HOW TO TAKE A WRITTEN TEST"** and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).