



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES A PROMOTION EXAMINATION FOR:

Title: Director of Facilities I

Number: 71693

Salary: Varies by school district

Date of Examination: 01/05/2019

Applications Accepted Until: 11/16/2018

Applications postmarked 11/16/2018 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.**

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.**

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.

PROMOTION QUALIFICATIONS: To participate in the written test to be held on January 5, 2019:

On or before January 5, 2019, you must be permanently employed in a competitive class position for a period of twelve (12) months or in the non-competitive class for a period of twenty-four (24) months in one of the following school districts: Dutchess County BOCES or Dover Union Free School District, **AND** meet the following open-competitive qualifications:

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

- EITHER: (A) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and two years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which shall have included the supervision of subordinate employees;
- OR: (B) Four years of experience in school facilities maintenance, general building construction, or building maintenance or repair work, or construction management, one year of which must have been at a supervisory* level;
- OR: (C) An equivalent combination of education and experience as defined in (A) or (B) above.

If you expect to meet the educational requirements by June 30, 2019, you can be admitted to the written test, but you cannot be considered for appointment until you submit proof of successful completion of the educational requirement to the Appointing Authority at the time of the employment interview. Failure to meet the educational requirements by June 30, 2019 may result in your removal from the eligible list.

*Employee supervision 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.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

Director of Facilities I #71693 continued:

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.

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 New York State driver's 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.

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.

DUTIES: A Director of Facilities I is responsible for ensuring that building and grounds maintenance, repair and cleaning related tasks and activities in a single or multi-building school district are performed. The incumbent is typically responsible for supervision of a unit and may also work alongside lower-level employees in carrying out and overseeing work details. The incumbent also performs manual labor and operates equipment related to the work. 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. The work may occur indoors or outdoors, possibly under adverse working conditions. The incumbent typically reports to a school business administrator or district superintendent.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:
1. Building and grounds maintenance - These questions test for knowledge of the basic principles, practices, and techniques essential to proper building and grounds maintenance. This may include preventive maintenance and minor repair of building structures; electrical and mechanical systems, including plumbing; grounds maintenance; and establishing and maintaining accident prevention and safety programs. Questions may cover such areas as maintenance and repair of roofs, windows, walls, floors, masonry, pipes, valves, sanitary systems, electrical wiring, switches, and painting; operation and maintenance of heating, ventilating, and air conditioning systems, including boiler operation; lawn, tree, and shrub planting and maintenance; insect control; snow and ice removal; proper use of tools and materials involved in maintenance activities; safety inspections; accident investigations; employee safety training and workplace safety; identification and safe handling of hazardous substances; mitigation of unsafe conditions; and proper use of personal protection equipment.
2. 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.

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.

The use of calculators is ALLOWED for this exam.

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DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV

*****IMPORTANT
No. 2019-0000001

SEE REVERSE

IMPORTANT*****
ISSUED: 10/19/2018

*****INFORMATION CONTINUES ON PAGE 3 OF ANNOUNCEMENT*****

Director of Facilities I #71693 continued:

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.dutchessny.gov or 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.

SENIORITY shall be computed from the date of original permanent appointment in the classified service.

One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year-----	0 points	Over 11 years up to 16 years-----	3 points
1 year up to 6 years-----	1 point	Over 16 years up to 21 years-----	4 points
Over 6 years up to 11 years-----	2 points	Over 21 years up to 26 years-----	5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

GENERAL INFORMATION - PROMOTIONS

The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

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	WGNY	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.

COLLEGE CREDITS AND/OR DEGREE: Must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your college credits and/or degree were awarded by an educational institution outside the United States and its territories, you must provide independent verification of degree and course-by-course (including grades) equivalency. You can contact the Dutchess County Department of Human Resources for a list of acceptable companies who provide this service. You must pay the required evaluation fee. The proof of independent verification of equivalency can be submitted in person, by email to HRExams@DutchessNY.gov or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5th Floor, Poughkeepsie, NY 12601.

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, 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).

Director of Facilities

Promotion Applicant Certification Form

Applicant Information

Applicant must complete this promotion applicant certification form and give it to the local civil service agency that administers civil service for the school district no later than **11/16/2018**. A list of all local civil service agencies can be found at: www.cs.ny.gov/jobseeker/local.cfm.

Applicant Information

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

Examination Information

Promotion Exam Number: 7x-xxx
Promotion Exam Title: _____
Civil Service Agency Name: _____

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):

26-534 – Director of Facilities I statewide open-competitive examination
 26-535 – Director of Facilities II statewide open-competitive examination
 26-536 – Director of Facilities III 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.