



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

Title: Director of Facilities II

Number: 71698

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](http://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: Millbrook Central School District, Pine Plains Central School District, Rhinebeck Central School District, Spackenkill Union Free School District, or Webutuck Central 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) A Bachelor's degree 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 been at a supervisory\* level;
- OR: (B) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology 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 been at a supervisory\* level;
- 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 be at a supervisory\* level;
- OR: (D) An equivalent combination of education and experience as defined in (A), (B) and (C) 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 II #71698 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 II is responsible for planning, organizing and directing the operation, maintenance and repair activities of a School Districts' 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.

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

1. **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.
2. **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.
3. **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.

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.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

APPLY ONLINE AT WWW.DUTCHESSNY.GOV

Director of Facilities II #71698 continued:

**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.

**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](mailto:HRExams@DutchessNY.gov) or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5<sup>th</sup> 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](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).

# 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](http://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.