

DIRECTOR OF FACILITIES III (PROM)
NYS #72-667 RC/EL #19004

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to the Special Notes below for further information regarding the application filing fee.

Examination to be held **January 5, 2019***; Last filing date **November 16, 2018**

***Due to the size of the candidate population for these examinations, you may be assigned to either Saturday, January 5, 2019 or Sunday, January 6, 2019 to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time.**

VACANCY: The eligible list established as a result of this examination may be used to fill any future vacancies as they occur in the **Board of Cooperative Educational Services, Clarkstown Central School District, East Ramapo Central School District, Nanuet Public Schools, North Rockland Central School District, Pearl River Public Schools, South Orangetown Central School District and the Suffern Central School District.**

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

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 open-competitive examination for the title listed above and for which you meet the minimum qualifications. Information on how to apply for the statewide open-competitive examination can be found at www.cs.ny.gov.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: A Director of Facilities III is responsible for providing administrative direction to 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. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. This position differs from Director of Facilities II in that the incumbent has primarily administrative responsibilities, while the Director of Facilities II has supervisory responsibilities over subordinate supervisors and staff. A Director of Facilities III may have an Assistant Director of Facilities III to assist with the management of the day-to-day activities. The work is performed under the general supervision of the School Superintendent or designee with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors. Does related work as required.

MINIMUM QUALIFICATIONS: You must be currently employed by the **Board of Cooperative Educational Services, Clarkstown Central School District, East Ramapo Central School District, Nanuet Public Schools, North Rockland Central School District, Pearl River Public Schools, South Orangetown Central School District** or the **Suffern Central School District** and have, immediately preceding the examination date, one year of permanent competitive class status there in any lower level title. In addition, you experience must include: Graduation from high school or possession of a high school equivalency diploma and one of the following:

- A. A Bachelor's degree or higher-level degree in School Facilities Management, Engineering, Construction Management or Architecture and three 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
- B. An Associate's degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and five 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. Seven 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
- 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 OUR OFFICE. FAILURE TO MEET THE EDUCATIONAL REQUIREMENTS BY JUNE 30, 2019 MAY RESULT IN YOUR REMOVAL FROM THE RESULTING ELIGIBLE LIST.

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.

*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 change, 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 building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes.

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DIRECTOR OF FACILITIES III (PROM) #72-667 (CONTINUED)

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at the time of appointment or during the course of employment consistent with the needs of the School District.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools and 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.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than March 5, 2019.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit 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 degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SUBJECT OF WRITTEN EXAMINATION:

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.

Unless specifically prohibited, 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", "Computers", and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: 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> or the Rockland County Website: www.rocklandgov.com. If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

SPECIAL NOTES:

1. All candidates must take the statewide open-competitive examination even if you are only interested in the promotional examination, you **MUST** also apply and take the open-competitive examination.
2. There will be a statewide open-competitive examination for the following:
 - a. 26-534 Director of Facilities I
 - b. 26-535 Director of Facilities II
 - c. 26-536 Director of Facilities III

Rockland County will only be offering the Director of Facilities III on a promotional basis. If you are interested in more than one examination on an open-competitive basis, you must apply for EACH of the examinations you are interested in.

3. Please read the minimum qualifications carefully for the examination you wish to take. If you apply for an examination and do not meet the minimum qualifications, you will be disqualified and the **EXAMINATION APPLICATION FILING FEE WILL NOT BE REFUNDED.**
4. The examination application filing fee for the promotional examination is \$15. The fee for each statewide open-competitive examination is \$45.
5. All applicants who pass each statewide open-competitive examination indicated above will be placed on a statewide open-competitive eligible list for each examination.
6. All applicants who meet the minimum requirements for this promotion examination, apply for the promotion examination, and pass the statewide open-competitive examination will also be placed on a promotional eligible list established by the Rockland County Department of Personnel.
7. How to apply for the statewide open-competitive examination:
 - Visit the New York State Department of Civil Service website at www.cs.ny.gov
 - Apply online.
8. How to apply for the promotion examination:
 - Visit the Rockland County Department of Personnel website at www.rocklandgov.com
 - Click on Personnel and apply on line
 - Visit the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845)364-3737 to obtain an application for the examination.

Date Issued: 10/17/18