

ASSISTANT MAINTENANCE SUPERVISOR (OC)
NYS #68-396 RC/EL #19153

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 Supplement A for further information regarding the application filing fee.

Examination to be held **October 19, 2019**; Last filing date **August 28, 2019**

VACANCIES: One each in the Board of Cooperative Educational Services and the Clarkstown Central School District. The Clarkstown Central School District may not be filling the vacancy at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

POSITIONS EXIST IN: The Board of Cooperative Educational Services and the Clarkstown Central School District.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$91,125.00 per year for a 40-hour-work-week with the Board of Cooperative Educational Services. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is responsible maintenance work which involves overseeing and participating in the general repair and maintenance of a large number of buildings and appurtenances. The work includes maintenance of such systems as heating, air conditioning, keying/locking systems, laundry machines, kitchen equipment as well as responsibility for the construction and/or renovation of offices and associated facility-related projects, depending on location (e.g., County or local municipalities). The work is performed under the direction of a maintenance supervisor or an administrator, and supervision is provided to other maintenance staff. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and six years of experience in one of the building construction trades or in building operation or maintenance, at least two years of which must have involved providing work direction to other staff performing building operation and/or maintenance duties.

SUBJECT OF WRITTEN EXAMINATION:

1. **Building maintenance and repair** – These questions test for knowledge of the basic principles, practices and techniques essential to the proper maintenance and repair of various types of buildings, including such areas as building maintenance, preventive maintenance, and minor repair of building structures, electrical, and plumbing systems. This may include maintenance and repair of roofs, windows, walls, floors, millwork, insulation, masonry, pipes and valves, electrical wiring and switches, and painting. Questions may also include topics such as the proper tools and materials used in building maintenance and repair work as well as proper and safe practices and techniques when using these tools and materials.
2. **Building trades, including mechanical and electrical** – These questions test for knowledge of the principles and practices involved in overseeing physical plant facilities and may include such areas as maintenance and repair activities involving carpentry, electrical systems, plumbing and sanitary systems, heating and ventilating systems, painting, masonry work, roofing, and similar types of physical plant maintenance and upkeep.
3. **Review and interpretation of plans and specifications, the preparation of estimates, and oversight of contract compliance** - These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; the ability to calculate accurate estimates of material and labor costs, to oversee construction contracts, and to manage contract compliance.
4. **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.
5. **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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

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.

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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 7/31/19