



**ASSISTANT MAINTENANCE SUPERVISOR (GROUNDS) (PROM)**  
**NYS #73-585 RC/EL #24074**

Examination to be held **March 2, 2024**; Last filing date **February 9, 2024**

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/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**PARTICIPATING AGENCY:** Town of Clarkstown.

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

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is responsible work which involves assisting the Maintenance Supervisor (Grounds) with the scheduling, direction and training of work crews in the care and upkeep of grounds, parks and recreation areas and in the maintenance and cleanliness of related facilities and equipment. Personal participation in grounds and building maintenance activities is required. The work is accomplished in accordance with prescribed policies under the general supervision of either a higher-level maintenance supervisor or administrator, with some leeway for the exercise of independent judgment in completing assigned work projects. Supervision is exercised over a number of employees including grounds, maintenance and/or custodial staff. The incumbent may assume full responsibility for the unit in the absence of the Maintenance Supervisor (Grounds). Does related work as required.

**When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** You must be currently employed by **Town of Clarkstown** and have one (1) year of permanent competitive class status there in a position allocated to a CSEA salary grade 23-24 within a period of three years immediately preceding the date of the examination. In addition, your experience must include: Graduation from high school or possession of an equivalency diploma and four (4) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities, one (1) year of which must have involved the direction of others.

**NOTES:**

1. High school vocational and/or post high school education appropriate to the care and maintenance of grounds (e.g., landscaping, turf management, floriculture, horticulture, gardening, natural resource conservation, agriculture, forestry) may be substituted for up to three (3) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities on a year-for-year basis\*.
2. An Associate's degree or higher in any applied science in or related to landscaping, horticulture or parks and recreation maintenance may be substituted for two (2) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities\*.
3. Additional years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities may be substituted for high school education on a year-for-year basis\*.

**SPECIAL REQUIREMENTS:**

1. When required to operate a motor vehicle, must possess a valid driver's license appropriate for the vehicle to be operated. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. Employees of a local municipal government (e.g., town, village, school district, special district, etc.) whose duties include the application of pesticides must possess a valid pesticide applicator certification issued by the Commissioner of the New York State Department of Environmental Conservation to use pesticides in category 3A, Ornamentals and Turf.
3. Incumbents who are not certified to apply or supervise the application of pesticides may apply them provided they do so under the direct supervision of a certified applicator as defined in title 6, part 325 of the New York Codes, Rules and Regulations.
4. It is the responsibility of each appointing authority to keep up to date on changes to applicable laws, statutes, rules, regulations, etc. relating to the application of pesticides and to comply with them.

\*One (1) year of experience which involves the direction of others is still required.

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**ASSISTANT MAINTENANCE SUPERVISOR (GROUNDS) (PROM) #73-585 (CONTINUED)**

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, April 9, 2024; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://www.rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SUBJECT OF WRITTEN EXAMINATION:**

1. Grounds Maintenance, Including Turf, Trees, and Shrubs – These questions test for knowledge of the principles and practices involved in grounds maintenance and may include such areas as turf grass planting, fertilizing, and maintenance; tree and shrub selection, planting, transplanting, trimming and maintenance; snow and ice control; and safe operating practices involved when performing grounds maintenance activities.
2. Snow and Ice Removal and Control – These questions test for knowledge of the principles and practices involved in snow and ice control and removal on roads and walkways, including such areas as the proper equipment, materials, and techniques to use for various types of snow and ice control and removal situations; and safe operating practices.
3. Installation, Maintenance, and Repair of Recreation Areas – These questions test for knowledge of the principles and practices involved in the installation, upkeep, maintenance and repair of park and recreation facilities, including such areas as picnic facilities, playgrounds, athletic and playing fields, trails and walkways, sanitary facilities, and lawn care and grounds maintenance.
4. 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 ALLOWED FOR THIS EXAMINATION**

**TEST GUIDE:** 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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 01/23/2024**