



MAINTENANCE SUPERVISOR (BUILDINGS AND GROUNDS) (SCHOOLS) (OC)
NYS #87441010 RC/EL #25071010

Examination to be held **April 5, 2025**; Last filing date **March 7, 2025**

A \$15 non-refundable application filing fee is required. 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 and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: Rockland BOCES, Clarkstown Central School District and Suffern Central School District. Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$90,000 annually for a 40-hour workweek with the Suffern Central School District. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is supervisory work which involves the scheduling, direction and training of work crews in the maintenance of school buildings and grounds. Some personal participation in crew activities may be required. The supervisory work also includes recommending the hiring, promotion and discipline of subordinates. All work is accomplished in accordance with prescribed policies of the school district under the general supervision of the Director of Facilities III (Schools) or other higher-level administrator, with considerable leeway for the exercise of independent judgment in completing assigned work projects. Direct supervision is exercised over a number of custodial, maintenance and grounds staff. 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: At the time of application submission, you must have: Graduation from high school or possession of an equivalency diploma and seven (7) years of experience in building maintenance and/or construction involving one or more trade skills which included or was supplemented by one (1) year of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreation areas or facilities. (Time spent as a laborer or trade helper will not be considered qualifying).

NOTES:

1. Possession of a college degree in a field applicable to the physical maintenance or construction of buildings or grounds may be substituted for up to five years of the required experience on a year-for-year basis.
2. Additional years of the required experience may be substituted for high school education on a year-for-year basis.

Education Requirements/Transcripts:

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; student transcripts are not acceptable. Educational requirements must be met within twelve (12) months from the date of the examination. **Candidates will be required to provide proof of qualifying education within 12 months of exam date in order to be eligible for appointment from a certified list.** You will be restricted from a resulting eligible list until such time as transcripts have been received and reviewed for a determination to confirm whether minimum qualifications have been met. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. 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. Information concerning evaluation of foreign education and training, is available here: <https://www.rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

ALL 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.

MAINTENANCE SUPERVISOR (BUILDINGS AND GROUNDS) (SCHOOLS) (OC) #87441010 (CONTINUED)

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. **Tools and their uses** – These questions test for knowledge of the various types of tools used in building maintenance and repair work, including the proper use of these tools.
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 RECOMMENDED 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>.

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Date Issued: 02/14/2025