



ASSISTANT DIRECTOR OF PLANT FACILITIES (OC)
NYS #86250010 RC/EL #25069010

Examination to be held **April 5, 2025**; Last filing date **March 17, 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 Community College and Rockland County Sewer District #1.
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 \$105,865 annually for a 40-hour workweek with Rockland County. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is primarily administrative and technical work which involves responsibility for assisting the Director of Plant Facilities in the planning, administering and directing of a comprehensive program of maintenance for buildings, equipment and vehicle maintenance within a large building or building complex. An incumbent in this position may also have responsibility for the supervision and inspection of various construction projects. The specific duties of this position will depend on the area of assignment (e.g. General Services, Rockland Community College, Sewer District). In addition, the incumbent of this position will act for and in place of the Director of Plant Facilities in his absence in all matters except those requiring a professional engineer. Supervision is exercised over a number of technical and maintenance employees and general supervision received from the Director of Plant Facilities. 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: A Bachelor's degree in Mechanical Engineering, Electrical Engineering or comparable curriculum, and three (3) years of technical, supervisory, administrative or managerial experience in plant facilities maintenance; or

An Associate's degree in Mechanical Engineering, Electrical Engineering, or comparable curriculum and six (6) years of experience as outlined above.

NOTE: Two (2) years of experience which substantially involved supervising, administering or managing plant facilities or related may be substituted for the specialized Bachelor's degree requirement.

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.

ASSISTANT DIRECTOR OF PLANT FACILITIES (OC) #86250010 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Review and Interpretation of Plans and Specifications, and the Preparation of Estimates – These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; and for the ability to calculate accurate estimates of material and labor costs.
2. Operation, Construction, Alteration, and Maintenance of Physical Plants, including Mechanical and Electrical Equipment – These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance and repair of physical plant facilities including such areas as building foundation and framing, building hardware, insulation, and roofing; and building plumbing, electrical, sanitary, and heating, ventilating, and air conditioning systems.
3. Maintenance Management and Energy Conservation – These questions test for knowledge of the principles and practices involved in managing a building maintenance and energy conservation program including such areas as determining the need for and scheduling building repairs; proper building maintenance techniques; and effective energy conservation practices for buildings, including optimal heating plant and cooling system operation.
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. 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 their 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.

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: 02/20/2025