



CLERK OF THE WORKS II (OC)
NYS #87647010 RC/EL #25044010

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 County Department of General Services and Rockland County Sewer District No. 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 \$79,310 annually for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is highly responsible inspection and liaison work requiring a background in the appropriate construction field (i.e. sewer, landscaping, building). The work is distinguished from a Clerk of the Works I in the overall greater responsibilities of the position and may also be distinguished in terms of project size, independence of action and supervision exercised. The work is performed under the direct supervision of the Construction Representative and/or Assistant Construction Representative and the general direction of the legislative body or board of trustees usually in close coordination with the design architect and engineer. Supervision may be exercised over other technical personnel, including Clerk of the Works I. Appointments are limited to the approximate duration of the construction period. Appointments expected to continue, or extend beyond 18 months, are subject to competitive examination. 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 five (5) years of experience as a Construction Coordinator, Superintendent, Contractor, or Engineer in the field in which the service is required.

NOTES:

1. Construction experience (not as a Laborer) may be substituted for high school on a year-for-year basis. Training in architecture and/or engineering may be substituted for the required experience on the basis of two (2) years of training/education for one (1) year of the required experience.
2. In the County of Rockland Facilities Management Division of the Department of General Services, possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

SPECIAL REQUIREMENT: At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.

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.

CLERK OF THE WORKS II (OC) #87647010 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Preparing Written Material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. Principles and Practices of Building Construction – These questions test for knowledge of the concepts, proper procedures, and computations used in the construction and renovation of buildings and related facilities, including structural members, roofs, walls, windows, doors, insulation, foundations, exterior features, and site work.
3. Building Construction Materials and Standards, and their Applications – These questions test for knowledge of the various types, uses, and proper installation procedures involving materials used in the construction and renovation of buildings and building sites, including applicable quality standards, materials specifications, and building requirements, and their proper application to the building process.
4. Drawings, Specifications and Contract Documents – These questions test for knowledge of typical building construction contract and specification requirements; and the ability to read, analyze, and perform computations and quantity and cost estimates based upon technical drawings and plans of various types of buildings and related structures.
5. Inspection and Supervision of Building Construction Projects – These questions test for knowledge of the appropriate principles and methods to use when inspecting and overseeing construction work on various building related projects, including proper adherence to plans and specifications, resolving technical, safety, and scheduling problems, dealing with contractors and workers, interpreting and implementing materials requirements and testing procedures, and inspection record keeping.

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>.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 02/21/2025