



AMENDED
ASSISTANT DIRECTOR, FACILITIES MANAGEMENT/ASSISTANT DIRECTOR,
FACILITIES MANAGEMENT (TRAINEE) (OC)
NYS #60005400 RC/EL #25041010

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 County Department of General Services and Town of Clarkstown.
Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

A single list will be established as a result of this examination. Assistant Director, Facilities Management eligibles will have their names certified for appointment before those eligible for Assistant Director, Facilities Management - Trainee. Candidates who are successful and possess the minimum qualifications for Assistant Director, Facilities Management will then be certified for appointment as Assistant Director, Facilities Management. Those eligible for Assistant Director, Facilities Management -Trainee will be certified at the trainee level. Persons appointed at the trainee level will be advanced to Assistant Director, Facilities Management without further examination upon satisfactory completion of the approved one- to two-year traineeship.

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 \$120,829 annually for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE:

ASSISTANT DIRECTOR, FACILITIES MANAGEMENT - This is administrative and professional work of a complex nature, involving responsibility for assisting with the development, implementation and oversight of policies and procedures for a program of preventive maintenance, operations, engineering, space renovation and capital projects. The work is performed under the general direction of the Director, Facilities Management or higher-level administrator and supervision is provided to professional, technical and support staff. Does related work as required.

ASSISTANT DIRECTOR, FACILITIES MANAGEMENT (TRAINEE) - This is on-the job training to acquire the necessary experience-knowledge to qualify at the level of competence required of appointees to the primary job. Generally, the minimum educational qualifications must have been met at the time of appointment. The work and study are performed under close supervision, direction and instruction of a specialist in the job field. Appointments to a trainee position will be to fulfill the experience and/or education requirements called for and will not exceed two (2) years. Appointees who satisfactorily complete their training program and probationary period, and who otherwise qualify, will be approved in the primary title without further 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:

ASSISTANT DIRECTOR, FACILITIES MANAGEMENT - At the time of application submission, you must have:

1. A Bachelor's degree or higher in Mechanical Engineering, Facilities Engineering or comparable curriculum, and five (5) years of diversified engineering experience applicable to facilities operations, which included at least three (3) years in mechanical, electrical and/or construction engineering, which included administrative and/or supervisory responsibilities as the major function of the work (major function of the work is defined as 50% or more of the day-to-day work); and
2. Possession of a Professional Engineering License (PE) issued by the State of New York.

NOTE: When employed in the County of Rockland Facilities Management Division possession of a valid driver's license is required at the time of application and must be maintained throughout the course of employment.

SPECIAL REQUIREMENTS:

1. 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 must be maintained throughout the course of employment.
2. At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a Professional Engineering License (PE) issued by the State of New York, which must be maintained throughout the course of employment.

ASSISTANT DIRECTOR, FACILITIES MANAGEMENT (TRAINEE) - Minimum qualifications set forth above for the primary title, must be obtained through a prior approved trainee program – not to exceed two (2) years.

ASSISTANT DIRECTOR, FACILITIES MANAGEMENT (OC) #60005400 (CONTINUED)

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.

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. **Structural Components and Principles and Practices of Building Construction** – These questions test for knowledge of the technical concepts, proper procedures, materials, and computations used in the design, construction, and renovation of buildings and related facilities, including beams, piles, reinforcing steel, columns, floors, foundations, walls, stairways, doors, windows, roofs, and structural standards.
3. **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.
4. **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.
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

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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