

**MAINTENANCE SUPERVISOR (ELECTRICAL) (OC)**  
**NYS #88469010 RC/EL #25137010**

Examination to be held **June 28, 2025**; Last filing date **May 29, 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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>.

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 Sewer District No.1 and Town of Orangetown.

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 \$39.34 per hour for a 40-hour workweek with the County of Rockland. Salary will be prorated 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, repair and operation of buildings electrical systems and equipment including electronic systems. Some personal participation in crew activities as well as other related work may be required. The supervisory work also includes effectively recommending hiring, promotion, and disciplining of subordinates. All work is accomplished in accordance with prescribed policies under the general supervision of either a higher-level maintenance supervisor or a program administrator, with considerable leeway for the exercise of independent judgment in completing assigned work projects. Direct supervision is exercised over a number of employees including maintenance mechanics and assistant mechanics and helpers. 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: Seven (7) years of experience in the maintenance and/or installation of building electrical systems. (Time spent as a Laborer or Trade Helper will not be considered qualifying experience).

**NOTE:** Graduation from an accredited technical institute or college with an Associate's degree in any applied science appropriate to the installation of building electrical systems may be substituted for three (3) years of experience, or other such schooling including vocational schooling may be substituted for experience on a year-for-year basis. Each year of supervisory experience in the maintenance and/or installation of building electrical systems will be considered to equal two (2) years of the required experience.

## **MAINTENANCE SUPERVISOR (ELECTRICAL) (OC) #88469010 (CONTINUED)**

**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](mailto:rcexams@co.rockland.ny.us) no later than two (2) months after the last filing date; student transcripts are not acceptable. 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. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

### **Anticipated Eligibility - Age and Educational Requirements:**

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

**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. **Basic Principles of Electricity** – These questions test for knowledge of basic electrical principles including such areas as electric circuit wiring, grounding and insulation; relationships between voltage, current, and resistance in electrical circuits; characteristics of direct current and alternating current circuits; and properties of series and parallel electrical circuits.
2. **Principles, Practices, Tools and Equipment of the Electrical Trade** – These questions test for knowledge of the principles and practices of the electrical trade, including such areas as tools and equipment used, proper electrical circuit wiring procedures, and appropriate methods of providing safe, efficient, and effective electrical service.
3. **Plans, Specifications and Wiring Diagrams** – These questions test for knowledge of the purposes and proper use of various types of electrical system plans, specifications, and wiring diagrams; and for the ability to read and understand electrical system schematics, wiring diagrams, and written specifications.
4. **Understanding and Interpreting Electrical Codes** – These questions test for the ability to read and understand various electrical codes and electrical installation requirements. Candidates will be presented with written selections containing various electrical code provisions and requirements and will be asked questions based on these reading selections. All the information needed to answer the questions will be presented in the written selections.
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>.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 04/24/2025**