

CLERK OF THE WORKS II (OC)
NYS #66-186A RC/EL #18024

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **March 3, 2018**; Last filing date **January 10, 2018**

VACANCY: One in the Rockland County Sewer District #1

POSITION EXIST IN: The Rockland County Sewer District #1

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$65,437 annually for a 40-hour-work-week with the County of Rockland.

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.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and five years of experience as a Construction Coordinator, Superintendent, Contractor, or Engineer in the field in which the service is required.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate to the kind and size of vehicle to be driven.

NOTE: 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 years of training/education for one year of the required experience.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than May 3, 2018.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. 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. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. This form is also available on the Rockland County website: www.rocklandgov.com. You must pay the required evaluation fee.

SUBJECT OF WRITTEN EXAMINATION:

1. 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.
2. 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.
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. Mechanical and electrical systems in buildings -- These questions test for knowledge of the concepts, proper procedures, typical materials, and standards used in the construction and rehabilitation of mechanical and electrical systems found in buildings and related facilities, including sanitary, plumbing, HVAC systems, lighting and wiring, and related safety and health issues.
6. 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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

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