

PLEASE POST CONSPICUOUSLY
WYOMING COUNTY CIVIL SERVICE
EXAMINATION ANNOUNCEMENT

78705 PROM Director of Facilities II

Application Fee:	None
Examination Date:	January 28, 2023* - Due to the size of candidate population for these examinations, you maybe assigned to either Saturday, January 28, 2023 or Sunday, January 29, 2023 to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time.
Application Deadline:	December 14, 2023 – Applications accepted to 12/14/2023 by 4PM in this office or postmarked by this date.
Who May Apply:	Qualified employees of the Letchworth or Warsaw Central School Districts
Salary:	Varies by agency
Employment Opportunities:	The results of this exam may be used to fill vacancies, as they may occur during the life of the eligible list.

Note to Applicants:

You must apply for both the statewide open-competitive examination and this promotion examination. Even if you are only interested in a promotion, you **MUST** take the corresponding statewide examination for the title listed above and for which you meet the minimum qualifications. Information on how to apply for the statewide open-competitive examinations can be found at www.cs.ny.gov.

Even though you must apply for both the statewide open-competitive examination and promotion examinations, you only have to take one examination which will be used to establish both the statewide open-competitive and the promotion eligible list for that title.

Promotion Qualifications: To participate in the written test to be held on January 28, 2023, you must be employed in a competitive class position in one of the following school districts:

Candidates must be permanently employed in the competitive class at the **Letchworth or Warsaw Central School District** and meet the following open-competitive qualifications:

Graduation from high school or possession of a high school equivalency diploma and one of the following:

Open Competitive Qualifications: Either:

A. a bachelor's or higher-level degree in school facilities management, engineering, construction management or architecture and two years of experience in school facilities maintenance, general building construction, building maintenance, or repair work, or construction management, one year of which must have involved the supervision of employees *; or

B. an associate's or higher-level degree in school facilities management, engineering, engineering technology, or building construction technology architecture or architectural technology and four years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have included the supervision of employees*; or

C. six years of experience in school facilities maintenance, general building construction, building maintenance, or repair work, or construction management, one year of which must have involved the supervision of employees*.

Note: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, or disposing of refuse.

A degree in landscape architecture shall not be qualifying.

*Supervision of Employees is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems or absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

Project management experience which did not include the minimum amount of experience in employee supervision is not qualifying.

Construction Management: includes management of a building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes.

Special requirement: Possession of a valid driver's license to operate a motor vehicle in the State of New York and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

Special requirement for appointment in school districts: In accordance with the Safe Schools Against Violence of Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

To be eligible for appointment from the promotion eligible list: You must be a qualified employee on one for above-listed school districts and have had the following permanent competitive service:

Forty-eight (48) months as a Maintenance Supervisor (Schools), Head Custodian, Sr. Building Maintenance Mechanic, Building Maintenance Mechanic or Building Maintenance Worker

Description of Duties:

A Director of Facilities II is responsible for planning, organizing and directing the operation, maintenance and repair activities of a school district's facilities department. The work is performed according to established policies and procedures and in accordance with applicable State, local and federal laws, rules and regulations which apply to school district facility operations and maintenance. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. This position differs from Director of Facilities I in that the incumbent has a greater scope of responsibility, and is typically responsible for the supervision of more than one unit. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. This position differs from Director of Facilities III in that this position is less administrative in nature. The work is performed under general supervision of a school district administrator, which may include the Superintendent, with leeway allowed for the exercise of independent judgment in carrying out details of the work.

Scope of Examination:

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

1. Facilities management

These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance and repair of physical plant facilities. This may include the principles and practices involved in managing a building maintenance and energy conservation program; ability to read and understand typical building plans, layouts and technical specifications; ability to calculate accurate estimates of material and labor costs; knowledge of

typical contract documents; establishing and maintaining accident prevention and safety programs; and the principles and practices used by administrators when participating in the budget process. Questions may cover such areas as building structural elements, electrical and mechanical systems; proper building maintenance techniques, including determining the need for and scheduling repairs; energy conservation practices, including optimal heating plant and cooling system operation. .

2. 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 his/her 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.

3. Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

Calculators and Reference Materials:

The use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

A “Guide to Taking the Written Test for the Director of Facilities I/II/III Series” will be available on the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information elsewhere on this announcement.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

APPLICATION FORMS MAY BE OBTAINED AT THE
WYOMING COUNTY CIVIL SERVICE OFFICE
338 N. Main Street, Thomson Hall
Warsaw, NY 14569
Telephone: 786-8830
Hours: Monday through Friday 8:00 AM – 4:00 PM
OR DOWNLOAD AN APPLICATION AT www.wyomingco.net
WYOMING COUNTY – AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Seniority:

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year	0 Points
1 year up to 6 years	1 Point
Over 6 years up to 11 years	2 Points
Over 11 years up to 16 years	3 Points
Over 16 years up to 21 years	4 Points
Over 21 years up to 26 years	5 Points

Seniority points will be calculated at the time of examination.

Director of Facilities II, 78705 PROM

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Wyoming County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

For this examination call 786-8830 or write to Wyoming County Civil Service, Warsaw, NY 14569.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately two weeks before the exam date. If you have not received your admission notice to appear for the examination **one week** before the date of the exam, call the Wyoming County Department of Human Resources at (585) 786-8830. If you have not received your admission notice for the open-competitive statewide examination you may call NYS toll free at 1-877-697-5627 [press 2, then press 1].