

## UTILITIES PLANT SUPERVISOR (OC)

NYS #68-994 RC/EL #23044

Examination to be held March 4, 2023; Last filing date February 2, 2023

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. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications 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.

**POSITION EXISTS IN:** Rockland County Department of General Services. The agency/department listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

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

**SALARY:** The starting salary is \$37.89 per hour 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 supervisory work with responsibility for the operation, technical maintenance, preventative maintenance and repair of equipment within a large building complex central utility plant (i.e. boilers, chillers, air compressors, cooling towers, pumps, refrigeration and mechanical heating, ventilating and air conditioning (HVAC) equipment, etc.). Supervision is exercised over a number of technical maintenance personnel. The work is performed under the general supervision of the Director or designee. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma and six (6) years of work experience involving a responsibility for operating and/or supervising the operation of Utility Plant operating equipment (i.e. boilers, chillers, cooling towers, etc.) within a large building or building complex Central Utility Plant.

**NOTES:**

1. A Bachelor's degree in mechanical, facilities or electrical engineering, or related field, may substitute for two (2) years of the required work experience.
2. Possession of a valid driver's license is required 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 shall verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the last filing date, April 2, 2023; student transcripts are not acceptable. 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. 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](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**NOTE:** Any 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. Reading and Interpreting Plans and Specifications – These questions test for the ability to read and understand technical written specifications and plans and diagrams of building mechanical systems. All the information needed to answer the questions will be in the written material and/or diagrams provided.
2. Operation, Maintenance and Repair of Steam-Generating Systems Including Related Mechanical and Electrical Equipment – These questions test for knowledge of the operating principles involved in various types of steam boilers and their accessories; the proper operating practices used when working with steam generating systems; and the functions of the various types of auxiliary mechanical and electrical equipment found in steam generating systems.
3. Operation, Maintenance, and Repair of Heating, Ventilating, Air-Conditioning, and Refrigeration Equipment – These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of heating, ventilating, air-conditioning, and refrigeration systems, including piping, valves, and related mechanical and electrical components, and system troubleshooting and upkeep.
4. 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 ALLOWED 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>.

Date Issued: 12/29/2022