

MAINTENANCE SUPERVISOR (OC)

NYS #62-754 RC/EL #23053

Examination to be held **March 25, 2023**; Last filing date **February 24, 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, Rockland Community College, Clarkstown Central School District, North Rockland Central School District, Town of Clarkstown and Town of Stony Point. Some of the agencies/departments 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 \$37.26 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 of a moderately complex nature involving a responsibility for the maintenance of a large number of buildings, including appurtenances, and may include responsibility for grounds maintenance. The work is performed under the general direction of a higher-level maintenance supervisor or an administrator. Supervision is exercised over a number of mechanics, assistants and helpers. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and seven (7) years of building maintenance and/or construction experience involving one or more trade skills. (Time spent as a Laborer or Trade Helper will not be considered qualifying).

NOTES:

1. Possession of a college degree in a field applicable to the physical maintenance of buildings may be substituted for up to five (5) years of the required experience on a year-for-year basis.
2. Additional years of the required experience may be substituted for high school education on a year-for-year basis.
3. In the County of Rockland Facilities Management Division of the Department of General Services, possession of a valid driver's license 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 23, 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.** 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.

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MAINTENANCE SUPERVISOR (OC) #62-754 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Review and Interpretation of Plans and Specifications, and the Preparation of Estimates – These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; and for the ability to calculate accurate estimates of material and labor costs.
2. Operation, Construction, Alteration, and Maintenance of Physical Plants, Including Mechanical and Electrical Equipment – These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance and repair of physical plant facilities including such areas as building foundation and framing, building hardware, insulation, and roofing; and building plumbing, electrical, sanitary, and heating, ventilating, and air conditioning systems.
3. Maintenance Management and Energy Conservation – These questions test for knowledge of the principles and practices involved in managing a building maintenance and energy conservation program including such areas as determining the need for and scheduling building repairs; proper building maintenance techniques; and effective energy conservation practices for buildings, including optimal heating plant and cooling system operation.
4. Operation and Maintenance of Heating, Ventilating and Air Conditioning Systems – These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as air supply and exhaust systems, circulating fan capacities, building ventilation requirements, steam, hot water, and hot air heating systems; boiler operation; the refrigeration cycle, types and characteristics of refrigerants, troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.
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>.

Date Issued: 1/20/2023