

**ASSISTANT DIRECTOR OF FACILITIES III (SCHOOLS) (OC)**

**NYS #65-099 RC/EL #23052**

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:** Clarkstown Central School District, East Ramapo Central School District and Nanuet Union Free School District. 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 Rockland County at the time of examination.

**SALARY:** The starting salary is \$110,000 annually for a 40-hour workweek with Nanuet Union Free School District. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** An Assistant Director of Facilities III is responsible for assisting the Director of Facilities III with the daily activities associated with providing administrative direction to 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. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. The work is performed under the general supervision of the Director of Facilities III with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma and one of the following:

1. 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
2. An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, 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 involved the supervision of employees; or
3. 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.

**NOTES:**

1. **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, disposing of refuse.
2. A degree in landscape architecture shall not be qualifying.
3. 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 of absenteeism, morale, and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.
4. Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.
5. 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 in 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.

**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](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.

**SEE NEXT PAGE**

**ASSISTANT DIRECTOR OF FACILITIES III (SCHOOLS) (OC) #65-099 (CONTINUED)**

**SUBJECT OF WRITTEN EXAMINATION:**

1. **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.
2. **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.
3. **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 their 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.
4. **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.

**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: 01/20/2023**