



Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

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Brockport, Hilton, Rush-Henrietta and Spencerport Central School Districts

P-78983

Director of Facilities II (Schools)

Examination Date:	January 28, 2023
Application Deadline:	December 14, 2022 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.
Who May Apply:	Qualified employees of the Brockport, Hilton, Rush-Henrietta and Spencerport Central School Districts
Salary:	\$82,000 annually (Brockport Central School District) \$80,000 - \$120,000 annually (Hilton Central School District) \$75,000 - \$132,000 annually (Rush-Henrietta Central School District) \$85,000 - \$110,000 annually (Spencerport Central School District)
Employment Opportunities:	The results of this exam may be used to fill vacancies, which 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.

Promotional Qualifications: To participate in the written test to be held on January 28, 2023, you must be employed in one of the listed positions in one of the following school districts **AND**, meet the following open-competitive qualifications which are listed below:

Brockport Central School District: Candidates must be permanently employed in the competitive class at the **Brockport Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Head Custodian** immediately preceding the date of the written test.

Hilton Central School District: Candidates must be permanently employed in the competitive class at the **Hilton Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Heating, Ventilating, Air Conditioning (HVAC) Service Engineer** immediately preceding the date of the written test.

Rush-Henrietta Central School District: Candidates must be permanently employed at the **Rush-Henrietta Central School District** and must have served continuously in the competitive class for **twelve (12) months** holding the position of **Senior Architect** or **School Construction Inspector** or in the non-competitive class for **twenty-four (24) months** holding the position of **Maintenance Mechanic I** immediately preceding the date of the written test.

Spencerport Central School District: Candidates must be permanently employed in the competitive class at the **Spencerport Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Assistant Supervisor of Building Maintenance** immediately preceding the date of the written test.

Open Competitive Qualifications:

Graduation from high school or possession of a high school equivalency diploma **and one (1) of the following:**

- (A) A Bachelor's or higher-level degree in School Facilities Management, Engineering, Construction Management or Architecture and two (2) years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one (1) year of which involved the supervision of employees*
- (B) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology, Architectural Technology and four (4) years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one (1) year of which involved the supervision of employees*; or
- (C) Six (6) years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, (1) year of which must have involved the supervision of employees*.

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.

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 of 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.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Description of Duties:

A Director of Facilities II (Schools) is responsible for planning, organizing and directing the custodial and maintenance 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 (Schools) 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 (Schools) 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:

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 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; ability to oversee construction contracts and to manage contract compliance; establishing and maintaining accident prevention and safety programs; and 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; and energy conservation practices, including optimal heating plant and cooling system operation.

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.

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:

Most civil service written tests do not require the use of a calculator or slide rule. However, 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 Director of Facilities**” will be available on the New York State website: www.cs.ny.gov/testing/localtestguides.cfm 60 days before the exam date. Candidates not having access to a computer or the internet may request a copy of the test guide by sending a self-addressed, stamped envelope to the address listed on the first page of this announcement. This guide contains sample test questions similar to the questions that will be used in this written test.

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.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

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

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Over 21 years up to 26 years 5 Points

Seniority points will be calculated at the time of examination.

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 Monroe 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.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

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:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Candidates taking more than one (1) exam in the same exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

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 one week before the exam date. If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: November 14, 2022

Revised: November 16, 2022