



**DIRECTOR OF FACILITIES III**  
**EXAM #78-502 (PROM)**  
**ONEIDA COUNTY ANNOUNCES**  
INTERDEPARTMENTAL PROMOTION EXAMINATION

**DECEMBER 9, 2022**

**APPLICATION DEADLINE DATE**

**JANUARY 28, 2023**

**EXAMINATION DATE**

**APPLICATIONS MUST BE RECEIVED BY 4:30 PM ON THE APPLICATION DEADLINE DATE**  
**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE**  
**MUST ACCOMPANY EACH APPLICATION**  
**\$45.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY**

**STARTING SALARY/RANGE:**

Varies by Civil Division

**VACANCIES:** The eligible list, established as a result of this examination, will be used to fill any appropriate vacancies which may occur in these titles under the jurisdiction of the Oneida County Commissioner of Personnel.

Appointments will be limited to those persons holding full-time, permanent competitive status within their respective school districts.

**NOTE TO APPLICANTS:** All individuals that apply for the Oneida County promotion examination **MUST** also meet the minimum qualifications and **APPLY** for the statewide open competitive examination for Director of Facilities I. Information on how to apply for this statewide open-competitive examination can be found at <http://www.cs.ny.gov>.

**PROMOTION QUALIFICATIONS:** Candidates must have full time, permanent competitive status for a period of **twelve (12) months as a Building Maintenance Supervisor, twenty-four (24) months as a Senior Custodian or forty-eight (48) months as a Custodian** at BOCES Oneida-Herkimer, New York Mills Union Free School District, or Westmoreland Central School District immediately preceding the date of the examination **AND** must meet the following open competitive qualifications at time of application.

**OPEN COMPETITIVE QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND** Either:

- (A) A Bachelor's or higher-level degree in School Facilities Management, Engineering, Construction Management or Architecture and three years of experience in school facilities maintenance, general building construction, or building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees\*; **OR**
- (B) An Associate or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and five 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**
- (C) Seven 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**
- (D) An equivalent combination of education and experience as defined in (A), (B) and (C) above.

\*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.

**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.
- 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. Construction project management experience which did not include the minimum amount of experience in supervision of employees is not qualifying.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during employment consistent with the needs of the School District.
2. 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.

**NOTES:**

1. Candidates **MUST** submit copy of transcripts showing degree area and date degree conferred with application, if qualifying under (A).
2. Further information may be requested from candidates to verify academic qualifications.
3. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
4. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**DUTIES:** A Director of Facilities III is responsible for 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 incumbent performs related work as required.

**SENIORITY CREDIT:** Computation of seniority points will begin from the date of original entry in the permanent, full-time classified service of the jurisdiction in which promotion is sought, followed by continuous service, preceding the establishment of the eligible list. Points will be added to an eligible score, as follows:

*Less than 1 year -	0 points	*Over 16 years up to 21 years -	4 points
*1 year up to 6 years -	1 point	*Over 21 years up to 26 years -	5 points
*Over 6 years up to 11 years -	2 points	*Over 26 years -	6 points
*Over 11 years up to 16 years -	3 point		

**SUBJECTS OF EXAMINATION:** There will be a written test which you must pass to be considered for appointment. The written test will be designed to evaluate 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 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.

### **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 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.

### **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 ARE ALLOWED:** Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators **ONLY**. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

**TEST GUIDE:** A Guide for the Written Test for Director of Facilities 01 is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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 found elsewhere on this announcement.

### **INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Submit a completed **CROSS-FILER NOTIFICATION** form to our office at time of application. If you have applied for a State exam, **YOU MUST** take all exam titles at the state exam site. You will be advised on your admission letter when and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726** and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**.

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**For further information contact: ONEIDA COUNTY DEPT. OF PERSONNEL, 800 PARK AVE., UTICA, NY 13501  
TELEPHONE: (315) 798-5726** **AMANDA L. CORTESE-KOLASZ, COMMISSIONER**

**GENERAL INFORMATION**

**EMERGENCY CANCELLATION OF EXAMINATIONS:** Tune to – Spectrum News; WUTR; WKTV; Radio Stations 96.1, 96.9, 97.9. Check website for more listings: [www.ocgov.net/oneida/personnel/csexam](http://www.ocgov.net/oneida/personnel/csexam).

1. **APPLICATIONS:** Candidate must complete a separate Oneida County Application for Civil Service Examination or Employment for each examination or position. NO E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED. Applicants must answer every question on the application and make sure that the application is complete in all respects. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED. All applications shall be filed with the Oneida County Department of Personnel. Applications received after the last filing date will be rejected.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/MILITARY/DISABILITY:** Please indicate on your application if special exam arrangements for testing are needed. See instruction F on application.
4. **ALTERNATE TEST DATES:** See Alternate Test Date Policy. This policy is available on our website.
5. **VETERANS:** See instruction G on application.
6. **ADMISSION NOTICE:** Applications are reviewed for qualifying status. If your exam application is disapproved, you will be notified of the reason and given an opportunity to amend your application. All amendments to applications are due by the amendment due date listed on your disapproval letter. IF YOU DO NOT RECEIVE AN ADMISSION LETTER THREE (3) DAYS BEFORE THE EXAM DATE, CALL: (315) 798-5726. Collect calls will not be accepted.
7. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
8. **FOREIGN EDUCATION:** High school from other than U.S. schools may be verified by a transcript and against college-entry requirements in the corresponding country. Applicable documentation must be submitted. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: [www.cs.ny.gov/jobseeker/degrees.cfm](http://www.cs.ny.gov/jobseeker/degrees.cfm). You will be responsible for the required evaluation fee.
9. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
10. This 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.
11. **ADDITIONAL CREDIT:** In conformance with section 85-a of the Civil Service Law, **children of firefighters and police officers killed in the line of duty** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
12. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
13. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a Request for Application Fee Waiver and Certification form and submit it with your application. The form is available on our website as well as Oneida County Department of Personnel, 800 Park Avenue 6<sup>th</sup> Floor, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
14. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification from future examination for a two year period, per Oneida County Civil Service Rule IX.

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE: [www.ocgov.net/personnel](http://www.ocgov.net/personnel)

**\*\* ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER \*\***