



ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS

EXAM #77-824 (PROM)

ONEIDA COUNTY ANNOUNCES

INTERDEPARTMENTAL PROMOTION EXAMINATION

FEBRUARY 3, 2023

APPLICATION DEADLINE DATE

MARCH 25, 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

\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

STARTING SALARY/RANGE:

\$47,390

Mohawk Valley Community College
Other Civil Divisions May Vary

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.

In accordance with Section 52 of the Civil Service Law, preference in appointment will be given to employees permanently employed in any Oneida County department in which a vacancy occurs, after which appointments will be made from among all eligibles employed in Oneida County departments.

Appointments to a School, Library, Town, Village, or other civil division will be limited to those persons holding full-time, permanent competitive status within the civil division only.

MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications on or before the date of examination.

Candidates must have permanent, full-time competitive status for a period of **twelve (12) months as a Building Maintenance Supervisor, twenty (24) months as a Senior Building Maintenance Mechanic, or forty-eight (48) months as a Building Maintenance Mechanic** in any Oneida County department or their respective civil division immediately preceding the date of this examination.

DUTIES: This position is responsible for overseeing the efficient and economical operation and maintenance of buildings, grounds, and equipment. 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 | | |

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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. 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. 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.

4. 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.

CALCULATORS ARE RECOMMENDED: 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: 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>

**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 decide 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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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.

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. 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 6th 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

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