

YATES COUNTY PERSONNEL DEPARTMENT
ANNOUNCES
OPEN COMPETITIVE EXAMINATION FOR

BUILDING MAINTENANCE SUPERVISOR

EXAMINATION: #60692

EXAMINATION DATE: October 30, 2010

SALARY: To Be Determined

LAST FILING DATE: September 27, 2010

VACANCY: The resulting eligible list will be used to fill future vacancies as they may occur.

RESIDENCY: Candidates must have been legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County for at least one month prior to the date of the examination.

NOTICE: In accordance with Section 23-4(a) of the NYS Civil Service Law, preference in appointment may be given to residents in the jurisdiction where the vacancy exists.

GENERAL STATEMENT OF DUTIES: This work involves responsibility for overseeing and participating in work related to the efficient operation of county or school owned buildings, including necessary custodial and/or maintenance activities.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Three (3) years of journey-level experience in one of the recognized skilled trades; or
- (b) Four (4) years of experience in general building maintenance and repair work or one of the standard building trades such as carpentry, plumbing, masonry or electrical work; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Building maintenance and repair

These questions test for knowledge of the basic principles, practices and techniques essential to the proper maintenance and repair of various types of buildings, including such areas as building maintenance, preventive maintenance, and minor repair of building structures, electrical, and plumbing systems. This may include maintenance and repair of roofs, windows, walls, floors, millwork, insulation, masonry, pipes and valves, electrical wiring and switches, and painting. Questions may also include topics such as the proper tools and materials used in building maintenance and repair work as well as proper and safe practices and techniques when using these tools and materials.

2. Building trades, including mechanical and electrical

These questions test for knowledge of the principles and practices involved in overseeing physical plant facilities and may include such areas as maintenance and repair activities involving carpentry, electrical systems, plumbing and sanitary systems, heating and ventilating systems, painting, masonry work, roofing, and similar types of physical plant maintenance and upkeep.

3. Grounds maintenance

These questions test for knowledge of the principles and practices of grounds maintenance including such areas as lawn seeding, fertilization and upkeep; insect and lawn disease control; shrub and tree planting, pruning and trimming; minor roadway and sidewalk maintenance and repair, and snow and ice control.

4. Work scheduling

These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

5. 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.

6. 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.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials.

EXAMINATION FEES: A fee of \$15.00 is required for each separate examination for which you apply. A check or money order payable to the Yates County Personnel Department must accompany your application. As no refunds will be made, you are urged to compare your qualifications carefully with the requirements. There are no exceptions or waivers.

SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application.

ADDITIONAL NOTE: Applying for Civil Service examinations in multiple jurisdictions when Examinations are scheduled for the same date:

If you have applied for any other Civil Service examination for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examination. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (315) 536-5112 or write to Yates County Personnel Department, 417 Liberty St., Penn Yan, NY 14527.

VETERAN'S CREDIT: Veterans or disabled veterans who may be eligible for additional credit must submit an application for veteran's credit and a copy of their Form DD-214 (discharge) with their application for examination or at any time prior to the establishment of the resulting eligible list. Applications for veteran's credit are available at this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in

Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credits.

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 hr 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.

If candidates have not received an Admission Notice to enter the exam within five (5) days of the scheduled exam date, they should call the Yates County Personnel Department at (315) 536-5112.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of the examinations will apply to this examination.

Applications may be obtained at the Yates County Personnel Department, 417 Liberty St., Penn Yan, NY and must be filed in this office by Monday, September 27, 2010.

ISSUED: July 23, 2010
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