



OPEN-COMPETITIVE EXAMINATION

Examination No. & Title	Salary Grade	Salary	Non-Refundable Processing Fee (Waivers Available)
26-534 Director of Facilities I	varies	varies by school district	\$45
26-535 Director of Facilities II	varies	varies by school district	\$45
26-536 Director of Facilities III	varies	varies by school district	\$45

Written Test To Be Held
JANUARY 5, 2019

Applications MUST Be Submitted By
NOVEMBER 16, 2018

ONLINE APPLICATION PROCESS ONLY at <http://www.cs.ny.gov/exams>

If you intend to take a promotion examination, you must also apply through your local Civil Service Agency.

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. It is important that you verify that you entered the correct examination number and title on your online application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

The lists resulting from these examinations will be used for vacancies in public school districts and BOCES throughout New York State excluding New York City.

MINIMUM QUALIFICATIONS: On or before January 5, 2019, you must have graduated from high school or possess a high school equivalency diploma and one of the following:

For No. 26-534:

- Either A.** an associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and two years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management,* one year of which shall have included the supervision of subordinate employees;
- Or B.** four 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 been at a supervisory** level;
- Or C.** an equivalent combination of education and experience as defined in (A) and (B) above.

For No. 26-535:

- Either A.** 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 been at a supervisory** level;
- Or B.** an associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology 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 been at a supervisory** level;
- Or C.** 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 been at a supervisory** level;
- Or D.** an equivalent combination of education and experience as defined in (A), (B) and (C) above.

For No. 26-536:

- 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 been at a supervisory** level;
- Or B.** an associate's 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 been at a supervisory** level;
- 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 been at a supervisory** level;
- Or D.** an equivalent combination of education and experience as defined in (A), (B) and (C) above.

*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.

**Employee supervision 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.

If you expect to meet the educational requirements by June 30, 2019, you can be admitted to the written test, but you cannot be considered for appointment until you submit proof of successful completion of the educational requirement to the Appointing Authority at the time of the employment interview. Failure to meet the educational requirements by June 30, 2019 may result in your removal from the eligible list.

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. Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.

Special Requirement: 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 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.

NOTES:

1. Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.
2. These examinations are being held as required by Chapter 403 of the Laws of 2011. There are no residency requirements to participate in these examinations. One statewide examination for each level is being held for Director of Facilities I, II and III. Once the written test is scored by the New York State Department of Civil Service, the results of the statewide examinations will be provided to all municipal civil service agencies in New York State. Each municipal civil service agency will establish and certify the resulting eligible lists to school districts under their jurisdiction. Additional information about this examination can be found at: www.cs.ny.gov.
3. 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.
4. Appropriate part-time experience, which can be verified, will be accepted on a prorated basis.
5. Promotion examinations are also being held for Director of Facilities I, II and III by local civil service agencies. To determine which promotion examinations are being offered, contact your local civil service agency. A list of all local civil service agencies can be found at: www.cs.ny.gov/jobseeker/local.cfm
6. Although promotion examinations are being held, it is expected that appointments will be made as a result of these statewide examinations open to the public.
7. In order to receive an admission notice and be seated for these examinations, every individual interested in this examination as a promotion candidate or as a member of the general public must apply here: www.cs.ny.gov/exams
8. Some positions may require a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter. Some positions may require a commercial driver's license (CDL).

DUTIES: Positions of **Director of Facilities I, II, and III** are found throughout public school districts in New York State and are primarily responsible for the management of school facilities in public school districts. 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 classifications of Director of Facilities I, II, and III were developed in response to Chapter 403 of the Laws of 2011.

As a **Director of Facilities I** in a local school district or BOCES, you would ensure that building and grounds maintenance, repair, and cleaning related tasks and activities are properly performed. A Director of Facilities I is typically responsible for supervision of a unit and may also work alongside lower-level employees in carrying out and overseeing work details. A Director of Facilities I may also perform manual labor and operate equipment related to the work which may be performed indoors or outdoors under adverse working conditions. You would be responsible for direct supervision of staff, and oversee work details, to ensure the work is performed in a safe, efficient, and timely manner. The work is performed under general supervision of a school district administrator, which may include the Superintendent.

As a **Director of Facilities II** in a local school district or BOCES, you would be responsible for planning, organizing, and directing the custodial and maintenance activities of a school district's buildings and grounds department. Although certain activities are performed in the office, on occasion you could be required to perform maintenance, repair, and cleaning related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. This position differs from Director of Facilities I in that a Director of Facilities II has a greater scope of responsibility, and is typically responsible for the supervision of more than one unit. Supervision is exercised over the work of custodial and maintenance staff and, where applicable, employees of the transportation department or those responsible for building safety and security. This position differs from a Director of Facilities III in that this position is not primarily administrative in nature. The work is performed under general supervision of a school district administrator, which may include the Superintendent. Supervision is exercised over the work of subordinate staff through subordinate supervisors.

DUTIES: (Continued)

As a **Director of Facilities III**, in a school district or BOCES, you would be responsible for the administration of a school district's buildings and grounds department. The majority of activities are performed in the office, but you will spend time at various work sites ensuring that work is being performed and completed in an efficient manner by subordinates and contractors. Due to the complexity and scope of the position of Director of Facilities III, a Director of Facilities III may have an Assistant Director of Facilities III to assist with the management of day-to-day activities of the department. This position differs from Director of Facilities II in that a Director of Facilities III has primarily administrative responsibilities, while the Director of Facilities II has supervisory and administrative responsibilities over custodial, maintenance staff and where applicable, employees of the transportation department or those responsible for building safety and security and subordinate supervisors. The work is performed under the general supervision of a school district administrator, which may include the Superintendent. Supervision is exercised over the work of subordinate supervisors.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test is designed to test for knowledge, skills, and/or abilities in such areas as:	For Examination Nos.		
	26-534	26-535	26-536
<p>1. Building and grounds maintenance - These questions test for knowledge of the basic principles, practices, and techniques essential to proper building and grounds maintenance. This may include:</p> <ul style="list-style-type: none"> • Preventive maintenance and minor repair of building structures; • Electrical and mechanical systems, including plumbing; • Grounds maintenance; • Establishing and maintaining accident prevention and safety programs. <p>Questions may cover such areas as:</p> <ul style="list-style-type: none"> • Maintenance and repair of roofs, windows, walls, floors, masonry, pipes, valves, sanitary systems, electrical wiring, switches, and painting; • Operation and maintenance of heating, ventilating, and air conditioning systems, including boiler operation; • Lawn, tree, and shrub planting and maintenance; • Insect control; • Snow and ice removal; • Proper use of tools and materials involved in maintenance activities; • Safety inspections; • Accident investigations; • Employee safety training and workplace safety; • Identification and safe handling of hazardous substances; • Mitigation of unsafe conditions; • Proper use of personal protection equipment. 	X		
<p>2. 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.</p>	X		
<p>3. 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:</p> <ul style="list-style-type: none"> • 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; • Principles and practices used by administrators when participating in the budget process. <p>Questions may cover such areas as:</p> <ul style="list-style-type: none"> • Building structural elements; • Electrical and mechanical systems; • Proper building maintenance techniques, including determining the need for and scheduling repairs; • Energy conservation practices, including optimal heating plant and cooling system operation. 		X	X
<p>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 his/her 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.</p>		X	X
<p>5. 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.</p>		X	X

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

Important: The Department of Civil Service and local civil service agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

TEST GUIDE: *A Guide to the Written Test for Director of Facilities I, II, & III Series* will be available on the Department website at www.cs.ny.gov/testing/testguides.cfm, 60 days before the exam date.

HOW TO APPLY: You must apply using our online process at <http://www.cs.ny.gov/exams>. NOTE: The non-refundable application processing fee MUST be paid via a credit card. After submitting your online application, you will receive a confirmation number from the New York State Department of Civil Service which starts with a "W." If you do not, your application was NOT processed.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State and **local government** require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.