



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

SUPERVISOR, BUREAU OF BUILDING & GROUNDS
 Civil Service Exam held in Ontario County
 (Open to the public)

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee*</u>	<u>Application Deadline</u>
April 5, 2025	61354-010	\$15.00 (Do not send cash)	February 26, 2025

*The non-refundable **Application and Administrative Fees** must be submitted at time of application (credit or debit card only).
 A *Fee Waiver is available to candidates who meet the requirements.

Pay Rate: Ontario County 2025 starting salary: \$101,608.

Residency Requirements: Candidates must have their domicile as New York State for at least one month immediately preceding the examination date.

➤ It is the applicants' responsibility to clearly show that they meet the **minimum qualifications** for the position.

Qualifications:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

Minimum Qualifications: On or before the examination date, April 5, 2025, to be eligible for this examination, applicant must meet the following minimum qualifications. Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil, Electrical or Mechanical Engineering or related field AND four (4) years of fulltime paid experience, or its part-time equivalent, in building design, inspection, operations or maintenance; at least two of which must have been in a supervisory capacity; OR
2. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in construction, mechanical or electrical technology or related field AND six (6) years of full-time paid experience, or its part-time equivalent, as defined in (1) above; at least two of which must have been in a supervisory capacity; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

Special Requirement for Appointment: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

Special Note: Education: 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. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Anticipated Eligibility - Experience: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Anticipated Eligibility – Age and Educational Requirements: According to the amended Civil Service Law 54 (amended September 4, 2024), applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the age or education requirements are met.

Vacancy: This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52-weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

Job Description: The work involves responsibility for planning, organizing, and directing the operation and maintenance of County owned or leased buildings and grounds including structural, mechanical, and electrical components, and various grounds keeping activities. The work is performed under the general direction of the Commissioner of Public Works with wide leeway provided for the use of independent technical judgment. Supervision is exercised over all technical, maintenance, laboring and clerical personnel employed by the Bureau of Buildings and Grounds. Does related work as required.

Controlled Substance Screening: When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment.

Background Investigation: Candidates may be subject to a thorough background investigation and psychological evaluation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

Special Requirement for Appointment in School Districts or BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Subjects of Examination: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

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. Maintenance management and energy conservation - These questions test for knowledge of the principles and practices involved in managing a building maintenance and energy conservation program including such areas as determining the need for and scheduling building repairs; proper building maintenance techniques; and effective energy conservation practices for buildings, including optimal heating plant and cooling system operation.

4. 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.

5. 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.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

USE OF CALCULATOR IS RECOMMENDED. 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. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:

Ontario County Human Resources Webpage at <http://www.ontariocountyny.gov/94/Human-Resources> and NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled exam.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources. Completed applications and application fees must be electronically submitted by 11:59 p.m. on **February 26, 2025.**

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources. To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

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 the arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your application form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) that is scheduled on the same test date as this written test, you must notify, in writing, each of the local jurisdictions no later than 15 days before the test date of the test site at which you wish to take your examination. Arrangements for you to take all tests at one site are made through NYS Department of Civil Service. You must provide a list of all exam titles, numbers and locations for which you have applied on a Cross Filing Form. Click [here](#) to access the Cross Filing Form and once completed, please forward to: hr@ontariocountyny.gov. All examinations for positions in State government will be held at a State examination center.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources.

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 maximum 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Veterans' Credits: Honorably discharged veterans may apply for additional points to be added to their final passing score on civil service examinations. The *Application for Veterans Credits*, the *Authorization for Disability Record*, and additional information regarding the requirements are available on our website at: www.ontariocountyny.gov/HumanResources. Completed forms must be received by this office before the Eligible List, from this examination, is established.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.gov/>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

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

Michele O. Smith Director of Human Resources Supervisor, Bureau of Buildings and Grounds Exam No. 61354-010 Issued: January 24, 2025
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