

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 1/23/24

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES A PROMOTIONAL EXAMINATION FOR

**BUILDING SERVICES SUPERVISOR**

**EXAMINATION #78-090**

**BUILDING SERVICES SUPERVISOR**, Saratoga County. The results of this eligible list will be used to fill vacancies as they occur in the South Glens Falls School District

**SALARY:** \$39,000/YR

**LAST DAY TO FILE IS FEBRUARY 14, 2024**

**DATE OF THE EXAMINATION IS MARCH 23, 2024**

**NOTICE: RELIGIOUS ACCOMMODATIONS/HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must be presently employed in the South Glens Falls School District serving continuously on a permanent full-time basis for one (1) year as a Custodian prior to the date of the exam.

Points will be added to an eligible score as follows:  
Seniority\*.....For each year 0.2

\*Rating of seniority is based on the length of continuous competitive class service in the jurisdiction up to a maximum of 20 years.

**APPLICATION FEE:** An examination fee of \$10.00 (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only. CASH WILL NOT BE ACCEPTED!** \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer's Office.** The \$10 fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement and file for only those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or 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, or if you are an honorably discharged Military Veteran (DD214). **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 by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Office or on our website at [www.saratogacountyny.gov](http://www.saratogacountyny.gov).**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work but involves responsibility for planning the work of a number of other employees. In addition to knowledge of building cleaning methods, supplies and equipment, supervisory ability is required. Works under the general supervision of a higher-level supervisor. May perform routine cleaning tasks and occasional minor maintenance tasks as needed. Immediate supervision is exercised over a number of subordinate building/custodial maintenance staff. Does related work as required.

**THE WRITTEN TEST** will be designed to measure knowledge, skills and/or abilities in such areas as:

**Ability to read and follow written instructions.** These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.

**Building cleaning.** These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.

**Building operation and maintenance I.** These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.

**Supervision and training.** These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

**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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**NOTICE TO CANDIDATES:** Use of calculators is **ALLOWED** for this exam. Devices with ‘Typewriter Keyboards,’ ‘Spell checkers,’ ‘Personal Digital Assistants,’ ‘Address Books,’ “Language Translators,” “Dictionaries,” or any similar devices are **prohibited.**”

**ELIGIBLE LIST:** A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**SECTION 243-b** Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

**SECTION 85a OF THE CIVIL SERVICE LAW:** 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.

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examination score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

**SECTION 23.2:** This entire examination is 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, which deal with the rating of examinations, will apply.

**APPLICATIONS:** You may apply online through the careers link on the website. Hard copy applications are available on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov), by phoning 518-885-2225 or in our Office at Saratoga County Human Resources, 40 McMaster Street, Ballston Spa, NY 12020. Time and location of examination will be mailed to approved candidates one week prior to the date of the examination.

*“If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Saratoga County Human Resources.*

*Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.”*