

Director of Facilities Planning, Design and Construction

NO. 79384 (\$64,353-\$78,240)

(Salaries are subject to change and may vary according to Department)

A NON-REFUNDABLE APPLICATION PROCESSING FEE OF \$15.00 MUST ACCOMPANY YOUR APPLICATION. CHECK, CASH OR MONEY ORDER.

If using a check for payment, your check must clear to complete processing.

(Check with Civil Service office for fee waiver info.)

ANTICIPATED VACANCIES: 1

MINIMUM QUALIFICATIONS: The following qualifications must be met at time of filing application.

PROMOTIONAL

Applicants must have continuous and permanent status in any city department for at least **three** years immediately preceding the date of this examination as an **Associate Architect or Associate Engineer**.

In addition, applicants must have **five years** of full-time experience where work involves the responsibility for the design and construction of new or rehabilitation of existing buildings or structures, **three years** of which must have been in a supervisory capacity.

Special Requirement

Possession of a New York State Professional Engineer's or Professional Architect's License or the ability to obtain such license within 6 months of the date of appointment.

SUBJECT OF EXAMINATION - Written Test.....Relative Weight 100%

Points will be added to a successful candidate's score as follows:

SENIORITY.....For Each Year 0. 2

Rating of Seniority is based on the length of continuous and permanent status in the classified civil service up to a maximum of twenty years.

EXAMINATION WILL TEST FOR KNOWLEDGE, SKILLS AND/OR ABILITIES IN SUCH AREAS AS:

1. Administrative supervision
2. Administration
3. Building design, construction and renovation principles, practices and materials including mechanical and electrical aspects
4. Structural components and principles and practices of building construction
5. Knowledge and applications of the Building Code of New York State
6. Coordination and oversight of multiple-contract projects
7. Program planning, project management and scheduling
8. Preparing written material

USE OF A CALCULATOR IS RECOMMENDED FOR THIS EXAM

NOTE: The use of a hand-held, battery- or solar- powered calculator is RECOMMENDED for this examination. 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 material. Cell phones are also prohibited.

FEBRUARY 6, 2012

MARCH 3, 2012

(1/9/12)

Director of Facilities Planning, Design and Construction No. 79384 (Con'd.)

EXAMPLES OF WORK (Illustrative Only):

Directs and supervises the architectural/engineering staff in the preparation of all plans and specifications and estimates for new construction or alteration and facilities improvements;
Executes all repairs, alterations, improvements and rehabilitation to school plant as required by the Superintendent of Schools;
Directs the development of office standards for design, specifications and contracts;
Prepares work schedules for staff in areas of design, construction, reconstruction and rehabilitation;
Works with outside consultants to acquire professional design services, architectural and engineering, defines scope of work and establishes project schedules and deadlines;
Recommends to the Chief Operating Officer or a designee, approval of requests for payment submitted by architects, engineers and contractors.
Develops both short and long term capital planning and budgets for the effective utilization of school buildings and administrative facilities to meet the school districts objectives;
prepares and submits budgets for capital improvements and maintenance for school facilities;
Performs related duties as required.

=====

EXPANDED SUBTEST DESCRIPTIONS:

1. 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.

2. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

3. Building design, construction and renovation principles, practices and materials including mechanical and electrical aspects

These questions test for knowledge of the design concepts, proper construction procedures, typical materials and codes used in the layout, planning, construction and rehabilitation of building structures, including the various types of mechanical, sanitary, lighting and electrical systems installed in buildings.

4. Structural components and principles and practices of building construction

These questions test for knowledge of the technical concepts, proper procedures, materials and computations used in the design, construction and renovation of buildings and related facilities, and may cover such areas as beams, piles, reinforcing steel, columns, floors, foundations, walls, stairways, doors, windows, roofs, and structural standards.

5. Knowledge and applications of the Building Code of New York State

These questions test for knowledge of, and the ability to apply, provisions of the Building Code of New York State and portions of other codes applicable to this code.

6. Coordination and oversight of multiple-contract projects

These questions test for knowledge of the concepts, terminology, proper procedures and computations used in the planning, scheduling and supervision of complex building related projects and contractual agreements, and may cover such areas as scheduling techniques including the critical path method; the contract change order process; and the proper resolution of technical, financial and contractor related problems.

7. Program planning, project management and scheduling

These questions test for knowledge of the concepts, terminology, proper procedures and computations used in the development, scheduling and oversight of various types of planning programs and contractual agreements for construction and renovation projects, including scheduling techniques such as the critical path method.

8. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

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: www.cs.ny.gov/testing/localtestguides.cfm

Director of Facilities Planning, Design and Construction No. 79384 (Con'd.)

This written exam is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, and the provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating and review of exams apply. (If not attached, expanded subtest descriptions may be obtained from the Civil Service office, Room 1001 City Hall.)

=====
(The eligible list resulting from this exam may be used to fill comparable positions.)
=====

NOTICE TO CANDIDATES APPLYING FOR CIVIL SERVICE EXAMINATIONS WITH MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:

If you have applied for civil service exams in multiple jurisdictions scheduled on the same day, you must make arrangements to participate in all exams at **one test site** as follows:

NEW YORK STATE AND LOCAL GOVERNMENT -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) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

LOCAL GOVERNMENT EXAMS notify each civil service agency to make arrangements no later than two weeks before test date. You must notify each agency with whom you have filed. For this information, notify the **Department of Human Resources, Division of Civil Service, Room 1001 City Hall, Buffalo, New York 14202 or call or come to the office.**

IMPORTANT INFORMATION REGARDING WEATHER CONDITIONS ON THE DAY OF THE EXAMINATION -

In the event of severe weather conditions on the day of the examination, please listen to the following radio/tv stations for postponement or delay in the starting time of the administration of the examination: WGR-55 AM RADIO, WJYE-FM RADIO OR WIVB-TV (CH. 4) If no such announcement is made, you must presume that the examination will be administered as scheduled.

IMPORTANT INFORMATION FOR USE OF VETERAN'S CREDITS

If you are currently serving on active duty in the Armed Forces of the United States, you may apply for veteran's credits. These veteran's credits shall be granted on a conditional basis at time of establishment of the eligible list. You will be restricted from certification using these credits until you have received an honorable discharge or release under honorable conditions. Your **DD214** must be presented as proof of service during war time, before you can be certified for appointment from the eligible list using these credits.

=====
Special Requirement for Appointment in School Districts and 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.

=====
NOTICE TO EXAM PARTICIPANTS
=====

Additional Points Available to Children of Police Officers and Firefighters Killed in the Line of Duty
(New Section 85-a, NYS Civil Service Law, effective 9/17/02)

On September 17, 2002, Governor Pataki signed into law a bill adding a new section 85-a to the Civil Service Law granting additional credit on civil service examinations for children of firefighters and police officers killed in the line of duty. This law is to take effect immediately. "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."

Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent.

Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.
=====

Additional points available to siblings of Firefighters and Police Officers killed in the line of duty as the result of the September 11, 2001 World Trade Center Attack (Chapter 500, Laws of New York 2003).
For more information, check with the Department of Human Resources, Civil Service office.