



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES A  
PROMOTION EXAMINATION FOR:

Title: Building Maintenance Mechanic II (Heating & Ventilating)  
(Dutchess Community College)

Number: 70010250

Salary: \$54,755-66,711 – Dutchess County (2024 Salary)

Date of Examination: 11/01/2025

Applications Accepted Until: 10/03/2025

Applications postmarked 10/03/2025 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

**Administration of an exam does not imply a vacancy exists.**

**A \$15.00 fee and examination application are required for each separately numbered examination:** Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

**NOTE:** When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in Dutchess Community College.

**NOTE:** An Open Competitive examination is being given in conjunction with this Promotion examination. The Promotion eligible list will be certified **FIRST**.

**MINIMUM QUALIFICATIONS FOR EXAMINATION:** On or before November 1, 2025, to be eligible for the promotion examination, employees must meet the promotion qualifications listed below:

Candidates must possess two (2) years of permanent, non-competitive class status as a Building Maintenance Mechanic II at Dutchess Community College immediately preceding November 1, 2025.

**NOTE:** According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

**SPECIAL REQUIREMENT:** A department head may require the possession of a valid New York State Driver License at the time of appointment and to maintain position.

**DUTIES:** This position involves semi-skilled and skilled tasks in the operation, maintenance and repair of building heating, ventilating, air conditioning and plumbing\* systems. Depending upon the agency, incumbents are responsible for assisting the Heating and Ventilating Supervisor, plumbers or other skilled heating and ventilating personnel when working on technical assignments. Routine maintenance tasks in these systems are handled more independently. Work is performed under general supervision of a higher level employee. Supervision is not normally a function of this position. Employees are required to report to work as needed to cover emergency situations and to participate in snow and ice control activities. **EXAMPLES OF WORK (Illustrative Only):** Performs appropriate operating, adjustment, repair, maintenance and safety practices and procedures for heating, ventilating, air conditioning and plumbing\* equipment and systems; cleans, lubricates and services heating, ventilating, air conditioning and plumbing\* equipment; repairs and replaces electrical controls, thermostats, relays, pumps, pipes and related equipment; investigates complaints about heating, air conditioning and plumbing\* problems; and, depending upon the degree of skill needed to resolve the problem, either assists higher level personnel or works unassisted on the problem; participates in a variety of routine building maintenance activities; depending upon agency, may operate heating, ventilating and air conditioning systems in supervisor's absence; repairs pipes and traps in heating systems; assists plumber\* in installations of fixtures such as lavatory facilities, in cleaning stoppage in drains, in installing water piping, and other plumbing activities; participates in snow and ice control activities, which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions; may be required to operate a motor vehicle in connection with assignment.

\*In those agencies where heating and ventilating units include plumbing responsibility.

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

**Operation, maintenance, and repair of pumps, motors, valves, and mechanical and electrical equipment**

These questions test for knowledge of the principles and practices involved in the operation, maintenance, and upkeep of various types of mechanical and electrical equipment, including pumps, valves, electric motors, and similar types of equipment.

**Reading and interpretation of plans and specifications**

These questions test for the ability to read and interpret typical plans, layouts, diagrams, and technical specifications related to mechanical or electrical equipment and systems.

**Tools of the trade (mechanical)**

These questions test for knowledge of the tools, instruments, and equipment typically used in the mechanical trades, including the proper and safe use of this equipment.

**Principles and operation of heating, ventilation, and air-conditioning equipment**

These questions test for knowledge of the basic principles, practices, and techniques necessary for the correct operation and maintenance of heating, ventilation, and air-conditioning systems and equipment, and may include such areas as air supply and exhaust systems, ventilation system requirements, operation and maintenance of heating systems, and troubleshooting and maintaining air-conditioning systems.

**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>.

The use of calculators is **RECOMMENDED** for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
APPLY ONLINE AT [WWW.DUTCHESSNY.GOV/JOBS](http://WWW.DUTCHESSNY.GOV/JOBS)

\*\*\*\*\*IMPORTANT  
ISSUED: 09/16/2025

SEE REVERSE

IMPORTANT\*\*\*\*\*

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE  
AT <https://dutchess-portal.mycivilservice.com/> or [dutchessny.gov/jobs](https://dutchessny.gov/jobs)

When the 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 administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

SENIORITY shall be computed from the date of original permanent appointment in the classified service.  
One point for each creditable five-year period up to a maximum of five points as follows:

|                                  |          |                                   |          |
|----------------------------------|----------|-----------------------------------|----------|
| Less than 1 year-----            | 0 points | Over 11 years up to 16 years----- | 3 points |
| 1 year up to 6 years-----        | 1 point  | Over 16 years up to 21 years----- | 4 points |
| Over 6 years up to 11 years----- | 2 points | Over 21 years up to 26 years----- | 5 points |

Transfer from service in other government units within New York State shall be included in computing seniority.

**GENERAL INFORMATION - PROMOTIONS**

The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.**

MULTIPLE EXAMINATIONS: If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-File Form, available on the Dutchess County website [www.dutchessny.gov](https://www.dutchessny.gov), to the Dutchess County Department of Human Resources no less than two (2) weeks prior to the examination date.** Failure to provide such information within this time frame may result in disqualification from one or more examinations.

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

|           |          |           |        |         |                |
|-----------|----------|-----------|--------|---------|----------------|
| WEOK/WPDH | WKIP/Q92 | WBNR/WSPK | WCZX   | WGNY    | WRWD/WBWZ      |
| 1390AM    | 1450AM   | 1260AM    | 97.7FM | 1220AM  | 107.3FM/93.3FM |
| 101.5FM   | 92.1FM   | 104.7FM   |        | 103.1FM |                |

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit 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.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans’ credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans’ application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: 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.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements. Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score. **If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.**

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: 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.

APPLICATIONS: May be obtained online at [www.dutchessny.gov](https://www.dutchessny.gov), by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

“HOW TO TAKE A WRITTEN TEST” and questions and answers about MUNICIPAL CIVIL SERVICE EXAMINATIONS publications are available on and can be fully downloaded from the New York State Department of Civil Service website [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).