



# PROMOTION EXAMINATION

| Examination No. & Title          | Salary Grade | Beginning Salary                                   | Non-Refundable Processing Fee (Waivers Available) |
|----------------------------------|--------------|----------------------------------------------------|---------------------------------------------------|
| 31-413020 Plant Superintendent A | 25/M-1       | \$96,336(PEF)/ \$93,659(M/C)/<br>\$93,929(Thruway) | \$0                                               |
| 31-414020 Plant Superintendent B | 23           | \$86,681(PEF)/\$84,549(Thruway)                    | \$0                                               |
| 31-415020 Plant Superintendent C | 21           | \$78,126(PEF)/\$76,425(Thruway)                    | \$0                                               |

**Multiple-Choice Test  
To Be Held:  
MAY 9, 2026**

**Applications MUST Be Submitted  
Online or Postmarked By:  
MARCH 25, 2026**

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

**ONLINE APPLICATION PROCESS AVAILABLE** at <https://www.cs.ny.gov/jobseeker>

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

**Interdepartmental promotion examination open to all qualified employees of New York State.**

**For Promotion in State Departments, Facilities, and Agencies**

- 1. Within Promotion Units    2. Within Entire Departments    3. To Other Departments**

**Minimum Qualifications:** On or before May 9, 2026, you must be a qualified employee of New York State and have had three months of permanent competitive, non-competitive NY HELPS\*, or 55-b/55-c service as shown below. If you have received a permanent appointment to a qualifying title listed and served provisionally\*\* in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

**For Exam No. 31-413020:**

- Either A.** Plant Superintendent B;
- Or B.** Building Maintenance Supervisor 2, Maintenance Supervisor 2 (Building), Maintenance Supervisor 3, Maintenance Supervisor 4, Energy Conservation Technical Specialist, Energy Conservation Technical Specialist (General Services), Plant Superintendent C, Plant Utilities Engineer 3, Plant Utilities Engineer 4, Public Buildings Manager 3, Senior Building Maintenance Assistant, or Supervisor General Services Plant Utilities 1.

**For Exam No. 31-414020:**

- Either A.** Plant Superintendent C;
- Or B.** Building Maintenance Supervisor 2, Maintenance Supervisor 2 (Building), Maintenance Supervisor 3, Maintenance Supervisor 4, Plant Utilities Engineer 3, Plant Utilities Engineer 4, Public Buildings Manager 2, or Regional Park Maintenance Supervisor.

**For Exam No. 31-415020:**

- Either A.** Building Maintenance Supervisor 2, Maintenance Supervisor 2 (Building), Maintenance Supervisor 3, or Plant Utilities Engineer 3;
- Or B.** Building Maintenance Supervisor 1, Maintenance Supervisor 1 (Building), Maintenance Supervisor 2, Plant Utilities Engineer 2, Public Buildings Manager 2, or Regional Park Maintenance Supervisor.

Only the title or titles listed are qualifying.

*If you were permanently appointed to a qualifying title on or before February 9, 2026, and have served continuously in this title since that date, you are eligible to file for this examination.*

*\*If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before February 9, 2026, and have served continuously in this title since that date, you may apply for this examination.*

*\*\*If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before February 9, 2026, to qualify for this examination.*

**Qualifying Experience For Appointment From The Eligible List:** After one year of service described in the A Qualifications, successful candidates will be qualified for appointment from the eligible list.

Or

After two years of service described in the B Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed to a non-competitive position via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

Eligibles who meet the "B" qualifications, and who are subsequently appointed to an "A" title, may request to have their name added to the "A" list, once they have completed the time in title year(s) of service in the "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, New York 12239; Attention: S2/TAB.

**Order of Certification:** The order of certification of this eligible list will be:

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. Promotion Unit "A" eligibles   | 4. Department "All" eligibles        |
| 2. Promotion Unit "All" eligibles | 5. Interdepartmental "A" eligibles   |
| 3. Department "A" eligibles       | 6. Interdepartmental "All" eligibles |

**Additional Requirements for Appointment:**

- 1. Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees **will:**
  - be checked against the Staff Exclusion List (SEL), maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
  - be investigated through a Criminal Background Check (CBC). You must report all convictions. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal law;And **may:**
  - be screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.You are responsible for payment of all required fees.
- 2. Medicaid and Medicare:** To be eligible for appointment and maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). You may be barred from appointment, or your employment may be terminated at any time if you are listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program).

**Duties:** As a **Plant Superintendent**, you would be responsible for the complete management of the physical plant of a State Facility, off-site facilities, community residences, or laboratories. These management activities include planning; overseeing the preparation of budgets and forecasts; purchasing; and managing performance/service contracts, which includes the inspection of new construction, alteration of existing structures, implementation of energy conservation measures, and ensure compliance with all applicable executive, regulation and accreditation requirements. You would direct the activities of a large workforce engaged in the operation and maintenance of the heating plant; electric generation/distribution; air conditioning and refrigeration equipment; sewage and water supply systems; mechanical, electrical, and building maintenance; and maintenance of grounds and related equipment. Plant Superintendent duties vary among the three levels depending upon the size of the population served and/or the complexity and layout of the physical plant.

| <b>Subject of Examination:</b> To be considered for appointment to this title, you must pass the <b>multiple-choice test</b> . The <b>multiple-choice test</b> evaluates your knowledge, skills, and/or abilities in the following areas:                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>For Examination Nos.</b> |                  |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>31-413020</b>            | <b>31-414020</b> | <b>31-415020</b> |
| 1. <b>Operation, construction, alteration, and maintenance of physical plants, including mechanical and electrical equipment</b> - 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.                                                                                                                                                       | <b>X</b>                    | <b>X</b>         | <b>X</b>         |
| 2. <b>Maintenance management and energy conservation</b> - 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.                                                                                                                                                                                                 | <b>X</b>                    | <b>X</b>         | <b>X</b>         |
| 3. <b>Review and interpretation of plans, specifications, contracts and codes, and preparation of estimates</b> - These questions test for the ability to read, analyze, and perform computations and identify requirements based on information presented in technical drawings and technical written specifications, contracts, or codes; and for the ability to calculate material quantity and cost estimates; knowledge of the principles and practices involved in managing contracts and supervision of contractor activities; and overseeing compliance with NYS Building Codes, the Life Safety Code, and environmental regulations.                | <b>X</b>                    | <b>X</b>         | <b>X</b>         |
| 4. <b>Operation, maintenance, and repair of steam and electrical generating and distribution systems, sanitary systems, and water supply systems</b> - These questions test for knowledge of operating, maintaining, and repairing building mechanical and electrical systems, including steam boilers, electrical generating and distribution equipment, water distribution and wastewater systems, related building plans and specifications, and environmental, health, and safety considerations.                                                                                                                                                        | <b>X</b>                    | <b>X</b>         | <b>X</b>         |
| 5. <b>Administrative supervision</b> - 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. | <b>X</b>                    | <b>X</b>         | <b>X</b>         |

| Subject of Examination (continued):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | For Examination Nos. |           |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|-----------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 31-413020            | 31-414020 | 31-415020 |
| 6. <b>Administrative techniques and practices</b> - 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. |                      | X         | X         |
| 7. <b>Administration</b> - 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.                               | X                    |           |           |

**Test Guide:** A General Guide to Multiple-Choice Tests is available at <http://www.cs.ny.gov/testing/testguides.cfm>.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any Veterans' credits.

**Credit For Seniority:** Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

**Admission To The Test:** If approved for a multiple-choice test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site. **You cannot request to change your scheduled day or request a specific type of test administration.**

**Applicants are required to have a Personal NY.gov account and keep their email address up to date.** The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, 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>.

**How To Apply:** You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

*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.*

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#### ADDITIONAL INFORMATION

**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 carrier 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.

**Plant Superintendent A**  
**Plant Superintendent B**  
**Plant Superintendent C**

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**No. 31-413020**  
**No. 31-414020**  
**No. 31-415020**

**RELIGIOUS ACCOMMODATION:** Most multiple-choice 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 Accommodation Unit of the Department of Civil Service at [Testaccommodation@cs.ny.gov](mailto:Testaccommodation@cs.ny.gov).

**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 multiple-choice test three days before the date of the test, email us at [AdmissionNotices@cs.ny.gov](mailto: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 multiple-choice 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.

**TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice 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>.

**ELIGIBILITY FOR EXAMINATION:** To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.

**S2/TC3 TAB-sk**

**Issued: 2/20/26**