

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526



Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: MAINTENANCE MECHANIC

EXAM NO: 62243

SALARY: \$14.00 per hour

EXAM DATE: 09/12/15

ISSUE DATE: 07/24/15

THE FINAL DATE TO FILE APPLICATIONS: 08/14/15

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/13/15

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six contiguous counties for at least one month immediately preceding the date of application and maintain residency throughout the life of the eligible list. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There are currently one vacancy in the title of Maintenance Mechanic located at the Trumansburg Central School District. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Possession of at least 60 credit hours of study from a regionally accredited college or university with a major in electrical or construction technology or a related field, or completion of two years of study at an accredited technical school in the fields of electrical, air-conditioning, heating, refrigeration and one year of full-time paid (or the equivalent part-time and/or volunteer) experience in building maintenance or one or more of the building construction trades; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of full-time paid (or the equivalent part-time and/or volunteer) experience in building maintenance or one or more of the building construction trades; OR
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above as determined by the Commissioner of Personnel.

Special Requirement:

A valid NYS Driver's License with a good driving record is required at the time of appointment and throughout the life of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this position is responsible for assisting skilled technical service employees with the installation, repair, maintenance, and operation of all HVAC, plumbing, controls, electrical, and related systems located in County-owned buildings to insure efficient and reliable operation. The work is performed under the general supervision of the General Maintenance Supervisor and receives on-site direction from the HVAC Systems Technician, Electrician, or Carpenter. Some leeway is allowed for the exercise of independent judgment. Supervision of others is not a function of this class. The incumbent may be required to perform cleaning, maintenance and other related duties as required.

1. Operation, maintenance, and repair of pumps, motors, valves, 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.

2. Inspection, operation, maintenance and repair of basic electrical equipment

These questions test for knowledge of the principles and practices involved in the inspection, operation, maintenance, and upkeep of basic electrical equipment such as motors, switches, wiring, circuit breakers, and similar types of electrical equipment.

3. 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.

4. Principles and practices of air-conditioning and refrigeration

These questions test for knowledge of the principles, practices, materials, and equipment involved in the operation, maintenance and upkeep of air-conditioning and refrigeration systems; and may include such areas as the operating processes and equipment involved in various types of air-conditioning and refrigeration systems; troubleshooting symptoms of problems in air-conditioning and refrigeration systems and determining proper remedial actions; and safe operating practices when working with air conditioning and refrigeration systems.

5. Principles and practices of heating and ventilating systems

These questions test for knowledge of the principles, practices, materials and equipment involved in the operation, maintenance and upkeep of heating and ventilating systems; and may include such areas as the operating processes and equipment involved in various types of heating and ventilating systems; troubleshooting symptoms of problems in heating and ventilating systems and determining proper remedial actions; and safe operating practices when working with heating and ventilating systems.

6. Plumbing materials, installations and procedures

These questions test for knowledge of the principles, practices, equipment, and hardware involved in the plumbing trade, including such areas as the typical tools, materials, methods, fittings, fixtures, and procedures used when installing, troubleshooting, and repairing plumbing and piping systems.

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

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850