

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Department of Human Resources 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: Conservation Technician

EXAM NO: 66149

SALARY: \$32,000

EXAM DATE: 03/16/19

ISSUE DATE: 01/16/19

THE FINAL DATE TO FILE APPLICATIONS: 01/31/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/17/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination 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 RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Conservation Technician located at Tompkins County Soil and Water Conservation District. The eligible list resulting from the open competitive examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in hydrology, environmental science, natural resources conservation, agriculture, or a closely related field **AND** one year full-time paid (or equivalent part-time and or volunteer) natural resources conservation experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered college with an associate's degree in hydrology, environmental science, natural resources conservation, agriculture or a closely related field **AND** three years of full-time paid (or equivalent part-time and/or volunteer) natural resources conservation experience; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENTS:

The employee must possess a valid New York State Drivers License at the time of appointment and maintain such license throughout the life of employment. A "Class A" CDL License will be obtained within 1 year of appointment in order to drive the SWCD Hydroseeder.

The SWCD will provide special safety equipment and clothing based on the needs of the job such as eye protection, hearing protection, hard hats, etc. Steel toe boots will not be supplied but will be required on job sites.

The employee must have the physical and mental capability to perform job duties safely as required of the position.

DISTINGUISHING FEATURES OF THE CLASS:

This position provides professional services in planning and application of soil, water, and resource conservation. The incumbent performs a variety of technical duties related to natural resource conservation on public and private lands. The employee will work closely with, and assist other District staff personnel on projects as needed but will also have leadership responsibility on other programs and projects as appropriate and assigned. Work is performed under the direct supervision of the Soil and Water Conservation District Manager. Supervision of others is generally not required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinates the District's role in Invasive Species Management Projects;
- Collect water samples and other water quality monitoring data;
- Identify, plan and implement stream, wetland, soil or other restoration work within the county and neighboring SWCD's as needed;
- Coordinate with local and regional watershed organizations and provide technical assistance to them on water quality programs and projects;
- Provide assistance to landowners and municipalities with DEC and Army Corps of Engineers permits upon request;
- Assists other District staff in the implementation of both agricultural and non-agricultural Best Management Practices as time permits;
- Assists with the implementation of assigned SWCD programs such as (but not limited to) Hydro-seeding, Composting, Soil Health, and the Agricultural Assessment Program;
- Assists with educational and outreach programs such as Envirothon, Farm City Day, Website and Facebook updates, Newsletters, etc.
- All other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of natural resource conservation;
- Working knowledge of the principles of hydrology and soil erosion;
- Working knowledge of water quality monitoring; both the proper techniques of sampling and data collection;
- Working knowledge of GIS (geographic information systems), Microsoft Word, Powerpoint and Excel;
- Working knowledge of equipment and tools required to complete SWCD projects;
- Ability to compile data and prepare a variety of written documents;
- Good verbal and interpersonal skills;
- Good organizational and time management skills;
- Ability for physical exertion and lifting of up to 50 pounds;
- Ability to communicate effectively and work with landowners, watershed groups, municipal officials, and others as the need arises;
- Ability to change work focus readily and easily;
- Ability to convey enthusiasm to the public for programs of primary responsibility as well as other District Programs;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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Complete Scope of the examination and Expanded subtest descriptions:

1. 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.

2. Construction and maintenance of soil and water conservation projects

These questions test for knowledge of the methods, procedures and equipment used for building and maintaining conservation projects and may include such areas as: runoff diversions; farm ponds; stream protection; and drainage and erosion control.

3. Collection, analysis and presentation of data

These questions test for knowledge of the proper procedures and terminology used to gather, evaluate, organize, and utilize various types of technical data and information related to soil and water conservation studies.

4. Water sampling and water quality monitoring equipment and procedures

These questions test for knowledge of the techniques and equipment used for collecting water samples from wells, ponds and streams for the purpose of evaluating water quality.

5. Stream protection, improvement and flood control, identification of potential sources of pollution, and sampling and remediation techniques

These questions test for knowledge of the principles and practices involved in maintenance and flood control activities related to streams; the analysis and mitigation of the effects of various pollutants and harmful plant and animal life; and the proper methods of protecting the quality of stream water sources, including watershed and groundwater.

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 online at: <https://www.cs.ny.gov/testing/testguides.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 Department of Human Resources 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 Department of Human Resources 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 Department of Human Resources 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.â

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