TOMPKINS COUNTY CIVIL SERVICE
VACANCY
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

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TITLE: Building Maintenance Worker (Plumber/Steamfitter)

SALARY: Base Rate $33,836.00 + 2% per year up to a maximum 10 yrs for additional Education and Experience on a year for year basis.

LOCATION: TST BOCES

TYPE OF EMPLOYMENT: Full-time

ISSUE DATE: 03/08/17

THE FINAL DATE TO FILE APPLICATIONS: 04/07/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/08/17

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.

LOCATION OF POSITION/VACANCIES:

TST BOCES has an open position due to an up-coming retirement for a full-time, 12-month position. This position is available as of June 1, 2017. This is a non-competitive class (no civil service test) opportunity with a full benefits package.

MINIMUM QUALIFICATIONS: EITHER:

Two years of plumbing or steam fitting experience involving the installation, maintenance or repair of industrial, commercial or other large-scale plumbing or steam heating systems; **AND EITHER**

(a) Three additional years of experience in building construction or building maintenance which must have involved experience in two or more of the following trades: heating and ventilating, electrical, carpentry, painting or refrigeration; **OR**

(b) Three additional years of full-time training in the trades which must have included training in two or more of the trades mentioned in (a) above; **OR**

(c) Possession of certification as a journeyman plumber and one year of experience in building construction or building maintenance which must have included experience in two or more of the trades mentioned in (a) above; **OR**

(d) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

NOTE: For candidates qualifying according to (c), the two years of large-scale plumbing and steam fitting experience need not be in addition to the apprenticeship required to gain the journey man certification if that apprenticeship included two years of large-scale plumbing and steam fitting experience.

DISTINGUISHING FEATURES OF THE CLASS:

This is skilled maintenance work involving responsibility for the efficient and economical operation and maintenance of county or school district buildings, grounds and equipment. The work primarily involves the performance of a variety of plumbing and steam fitting tasks but also requires skill in the heating and ventilating, electrical, carpentry, painting and refrigeration trades. The work is performed under general supervision with wide leeway being allowed in planning the details of the work. Depending upon the location of the position, direct supervision may be exercised over the work of maintenance workers, laborers and/or cleaners. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Lays out the working details and performs the skilled work of altering, maintaining and repairing water and sewer systems, sinks, toilet equipment and all related accessories and fittings;
- Installs, maintains and repairs electric and steam heating equipment;
- Repairs and maintains all types of ventilation equipment;
- Adjusts controls and makes routine checks to insure proper performance of heating, ventilating and air-conditioning equipment under a preventive maintenance program;
- Replaces and services electrical controls, motor parts, thermostats, relays pumps, condensers, filter and related equipment;
- May install, maintain and repair a variety of electrical equipment, including motors, generators, switchboards, signal equipment, storage battery systems, lighting circuits and lighting fixtures as required;
- Installs, operates, repairs and maintains refrigeration and air conditioning equipment;
- The employee will performs a variety of other related skilled and unskilled maintenance tasks as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern large-scale buildings and grounds operations and maintenance;
- Good knowledge of the practices, tools and terminology of the plumbing and steam fitting trades;
- Good knowledge of local plumbing laws and regulations;
- Good knowledge of the practices, tools and terminology of the heating and ventilating, electrical, carpentry, painting and refrigeration trades;
- Skill in performing maintenance tasks in the aforementioned trades;
- Ability to read and interpret blueprints;
- Ability to understand and follow written instructions;
- Ability to work from plans, specifications and rough sketches;
- Ability to perform work requiring physical effort such as bending, climbing, reaching, lifting, prolonged crouching or crawling in cramped spaces;
- Willingness to be exposed to disagreeable conditions such as dirt, grease, grime and offensive sights or odors;
- Resourcefulness, good judgment and dependability are required characteristics;
- The employee’s physical condition shall be commensurate with the demands of the position.

Originally created 04/23/1981

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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