

# 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:** Welder

**SALARY:** \$21.87 at hire automatically increasing to \$23.78 upon completion of a nine-month training period

**LOCATION:** Highway

**TYPE OF EMPLOYMENT:** Full-Time

**ISSUE DATE:** 03/30/17

**THE FINAL DATE TO FILE APPLICATIONS:** 10/30/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/01/17

**RESIDENCY WAIVED**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one full-time permanent non-competitive class (no civil service test) opportunity in the title of Welder located in the Tompkins County Highway Department. Please be aware that the NYS DOT Welder certification is required at the time of application. Please upload a copy and attach to your application for employment. Residency requirement for this position has been waived.

Tompkins County strives to be an inclusive and diverse workplace; individuals who contribute to the diversity of the organization are encouraged to apply.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a certified welding program **AND** two years of experience as a welder performing a variety of fabrication and repair; **OR**
- (b) Graduation from High School or possession of a high school equivalency diploma **AND** four years (or the equivalent part-time or volunteer) experience working in agriculture, construction, or for a highway department, which must have involved welding while performing a variety of fabrication and repair.

**SPECIAL REQUIREMENTS :**

Possession of a valid New York State Class D license (A or B license preferred) at the time of application.

The employee must obtain an A or B license with a Tank Endorsement within six months of appointment and maintain such license for the duration of employment. This six-month period of time may, at the discretion of the department head, be extended to a maximum of one year. Once the A or B license is in place, there can be no Air brakes restriction.

Possession of NYSDOT welder certification for horizontal, vertical and overhead at time of application.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is skilled work primarily involving welding tasks in the repair, fabrication, installation and reconstruction of catch basins, culverts, bridge railings, loader buckets, truck bodies, trailer hitches and other metal pieces owned or maintained by the County Highway Department. The incumbent also uses schematic drawings, blue prints and mathematical formulas for the construction, repair and maintenance of bridges, culverts, and other highway structures. The primary responsibility of this is the performance of welding tasks in the field, although a variety of in-shop tasks are performed. This position requires the operation of equipment such as front end loaders, boom trucks, backhoes and trucks. The work is performed under the general supervision of the General Highway Supervisor with wide leeway for the choice of materials, equipment and techniques used. The employee will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Welds heavy steel culverts, storm sewer and catch basin assemblies, bridge supports, railings and other metal pieces in the field;
- Repairs and/or rebuilds loader buckets, snow plows, dump boxes, cinder spreaders and other pieces of equipment;
- Designs and fabricates parts for loader buckets, truck bodies, building supports, building railing or other equipment or facilities for use in their construction or maintenance;
- Performs body work and related maintenance on automotive and heavy equipment, which includes disassembling, rebuilding and repairing;
- Fabricates equipment stands, frames and other special pieces from exact diagrams, rough sketches or general oral directions;
- Read and understand schematic drawings, blueprints, and specifications, and implements changes related to construction, repair and maintenance of bridges, culverts and other highway structures;
- Uses basic knowledge of mathematical formulas for the construction, repair and maintenance of bridges, culverts and other highway structures;
- Operates a builders level to set and transfer grades;
- Fabricates and installs decking, stringers, braces, hand rails and other structural steel components;
- Operates equipment such as front end loaders, backhoes, boom trucks and trucks;
- Operates and maintains pumps, electric breakers, electric drills, compressors, saws, mechanical wrenches and hoists and other tools as the job requires;
- Erects scaffolds, rigs, slings and boatswain chairs and operates under bridge inspection equipment, repair and maintenance of bridge super and substructures;
- Installs trailer hitches and other devices to equipment to OSHA and/or manufacturers standards;
- Operates trucks and other equipment to assist in a variety of department activities, including snow and ice removal, as required;
- Performs a variety of semi-skilled or unskilled tasks as required.
- May supervise small groups of workers;
- Prepares a brief written daily report on sub-crew and resource used and an explanation of problems encountered and time delays.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of NYSDOT certified practices, procedures and safety precautions of the welding trade and OSHA and IMSDAA standards;
- Good knowledge of equipment and materials used in welding trade to obtain and maintain NYSDOT certification;
- Working knowledge of methods, materials, tools and equipment used in the assigned trades as they apply to repair and maintenance operations of bridges, culverts and other highway structures;
- Skill in use of welding equipment to perform a variety of repair, maintenance, or fabrication tasks;
- Skill in selecting the proper material and techniques to perform assigned welding tasks;
- Skill and ability to design and visualize end products prior to commencement of project;
- Ability to read and understand schematic drawings, blueprints and specifications concerning construction, repair and maintenance of bridges, culverts and other highway structures;
- Ability to carry out complex oral and written directions;
- Ability to work independently;
- Working knowledge of Highway Maintenance Operational Guidelines as they apply to repair and maintenance for bridges, culverts and other highway structures;
- Ability to work with and explain information to others including subordinates, residents, suppliers and vendors;
- Ability to perform heavy physical labor, and work in an air supplied helmet;
- Willingness to work outside under adverse weather conditions;

- Willingness to respond to emergencies and overtime work;
- Good eye/hand coordination, and manual dexterity.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

**ESSENTIAL FUNCTIONS - PHYSICAL, MENTAL AND ENVIRONMENTAL:** Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

**Physical:** The employee is routinely required to stand, walk, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. He or she must be able to lift, carry and/or hoist overhead as much as 60 pounds. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must be able to firmly grasp tools, equipment and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, repair and install large and small parts. Head, hands, arms, legs and feet must all work together in coordination in order to enable an individual to perform the essential functions of this job. He or she must have the full physical ability to operate and drive all kinds of heavy and light equipment as well as trucks, most with a clutch and standard transmission configuration, some with many gear options.

**Mental:** The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others. The employee must not have an unreasonable fear of heights.

**Environmental:** . He or she must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to welding arc, dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°).

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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.

**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