

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: Energy Management HVAC Specialist - BOCES

EXAM NO: 60925

SALARY: Range: \$39,100.00 - \$46,000.00

EXAM DATE: 06/24/17

ISSUE DATE: 05/11/17

THE FINAL DATE TO FILE APPLICATIONS: 05/26/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/25/17

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.

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

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Energy Management HVAC Specialist located at Tompkins-Seneca-Tioga BOCES. 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) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in the installation, maintenance, repair and operation of complex commercial and/or institutional HVAC, plumbing, electrical and controls systems **OR** completion of a formal HVAC apprenticeship program; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with a certificate or Associate's Degree in air-conditioning, heating and refrigeration tech or a closely related field **AND** possession of journeyman certification (equivalent to five years) **OR** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in the installation, maintenance, repair and operation of complex commercial and/or institutional HVAC, plumbing, electrical and controls systems; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** completion of an apprentice program and possession of journeyman certification (equivalent to five years) **AND** an additional two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the installation, maintenance, repair and operation of complex commercial and/or institutional HVAC, plumbing, electrical and controls systems; **OR**

(d) Any equivalent combination of training and experience equal to or greater than the limits of (a), (b) and (c) above.

NOTE: Five years of hands-on experience in the HVAC field will be considered equivalent to the journey level of experience specified in above.

SPECIAL REQUIREMENTS:

1. Must possess a valid NYS Driver's License with a good driving record at the time of appointment and maintain such license for the duration of employment.
2. Candidate should possess a record of on-going training and a Universal EPA CFC certification at time of appointment or be qualified to obtain one within one year of appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled technical service position in which the employee works with district facilities management and maintenance staff to optimize HVAC, controls and related systems to ensure energy efficient and reliable operation. The Energy Management HVAC specialist will also be involved in delivering HVAC related training for district staff. The work is performed under the general supervision of the Energy Management Coordinator, with leeway allowed for independent judgment and decision making. The Specialist will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinate HVAC related projects for districts
- Troubleshoot boilers, chillers, cooling towers, AC systems, pumps, air handling systems and related controls (pneumatic and digital)
- May be called upon to troubleshoot a variety of low, standard and high voltage electrical equipment
- Retro-commissions HVAC and other building related systems
- Assist district personnel in developing and maintaining a structured preventive maintenance system
- Investigates and recommends new techniques for installations and repairs
- Identify, suggest and assist district personnel in implementing HVAC related energy conservation measures
- May be required to access roofs, crawl spaces, attics, basements and confined or isolated areas
- Coordinate and assist in delivering training related to preventive maintenance, operating BAS and other skills related to efficient HVAC operation

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the installation, repair, maintenance, and operation of HVAC, plumbing, controls, and related systems;
- Thorough knowledge of the principles, practices, terminology, and safety precautions used in the operation and maintenance of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Good knowledge of the methods, materials, and diagnostic tools and equipment used in the operation, maintenance, and testing of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Good knowledge of refrigerant usage and safe storage practices;
- Good knowledge of the practices, tools, and terminology of the electrical, carpentry, and painting trades;
- Working knowledge of code, life safety, and indoor air quality issues as it relates to HVAC and plumbing work;
- Working knowledge of job safety standards (OSHA, etc.)
- Working knowledge of CMMS, and BAS applications;
- Working knowledge of basic computer programs (i.e., Excel, MS Word, MS Outlook);
- Ability to develop and deliver presentations for one-to-one trainings and or group instruction
- Ability to analyze, diagnose, troubleshoot, and problem solve complex technical problems, and develop solutions to problems as they arise;
- Ability to effectively service multiple clients and projects concurrently;
- Ability to re-prioritize workload to accommodate schedules and other emergencies;

- Ability to understand and carry out oral and written directions;
- Ability to read and interpret technical manuals, wiring and piping schematics, mechanical and architectural plans, and specifications;
- Ability to work cooperatively and effectively with management and staff of the various school districts, service providers and vendors
- Ability to use video display terminals to manage and update building operating systems (i.e., BAS);
- Ability to develop and maintain cost, inventory, maintenance, equipment, and work order records
- Ability to work under adverse conditions - risk exposure to asbestos, toxic vapors, heat, cold, height and accumulated dust;
- Ability to ascend and descend heights (i.e., climb stairs and ladders, personnel lifts, etc.) and have agility and freedom of movement;
- Ability to move easily in confined spaces. Must be able to wear a respirator;
- Ability to add, subtract, multiply, and divide as used in mathematical formulas;
- Possess strong customer service skills.
- Dependability, initiative, resourcefulness, and good judgment are required;
- The employee's physical condition shall be commensurate with the demands of the position (i.e., ability to lift 70 lbs.)

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Complete Scope of the examination and Expanded subtest descriptions:

1. Operation and maintenance of heating, ventilating and air conditioning systems:

These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as air supply and exhaust systems, circulating fan capacities, building ventilation requirements, steam, hot water, and hot air heating systems; boiler operation; the refrigeration cycle, types and , characteristics of refrigerants, troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.

2. Reading and interpreting plans and specifications:

These questions test for the ability to read and understand technical written specifications, and plans and diagrams of building mechanical systems. All the information needed to answer the questions will be in the written material and/or diagrams provided.

3. Energy management, conservation and environmental and safety concerns

These questions test for knowledge of the principles and practices involved in conducting building and facility energy management programs, including the application of appropriate energy efficiency and conservation methods, environmental controls, and safe operating practices.

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 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