

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



PROMOTIONAL

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: Deputy Director of Airport Operations / ARFF Chief (Promotional)

EXAM NO: 77904

SALARY: \$28.90/hr. - 2017 Hire Rate

LOCATION: Ithaca-Tompkins Regional Airport

EXAM DATE: 09/09/17

ISSUE DATE: 07/19/17

THE FINAL DATE TO FILE APPLICATIONS: 08/03/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/10/17

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 full-time opportunity in the title of Deputy Director of Airport Operations / ARFF Chief located at the Ithaca-Tompkins Regional Airport. The eligible list resulting from this promotional examination may be used to fill any full-time, part-time or temporary position that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS FOR PROMOTION:

No later than the final filing date announced, the applicant must currently hold, and have continuously held, at least seven years of full time permanent and/or contingent permanent competitive class status in the title of Airport Fire Fighter/Operations Technician with the Ithaca Tompkins Regional Airport.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

(1) Possession of a valid New York State Commercial Drivers License (Class "B") at the time of application and maintenance of such license for the duration of employment.

(2) Possession of a FAA accredited Basic Aircraft Rescue and Fire Fighting Course at the time of application and maintenance of such license for the duration of employment.

(3) Possession of a New York State Basic Recruit Fire Fighter Certificate at the time of application and maintenance of such license for the duration of employment.

(4) Possession of a current New York State Emergency Medical Technician Certificate at the time of application and maintenance of such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An individual in this class has responsibility for the day-to-day operation and supervision of the Airport's Operations, Maintenance and Aircraft Rescue/Fire Fighting section. This position is responsible for monitoring and controlling airport use as well as supervising all maintenance and construction activities. The work performed must follow all federal, state, and local laws and regulations. A variety of knowledge is required in order to supervise the maintenance work performed. The position also requires knowledge in the field of aircraft rescue and firefighting. Internal contacts are across divisions within the department and require professional collaboration on overlapping work projects and issues that impact the Airport. The incumbent is responsible for developing and coordinating agreements with surrounding mutual aid agencies to mitigate emergencies that exceed the airports emergency resources. The employee is required to interact and negotiate with professional associates and liaisons to develop and administer these services. As a result, considerable interpersonal skills are required. In conjunction with the Deputy Director of Airport Administration, this individual will be responsible for the safety and security of all phases of air carrier airport operations. The work is performed under the general direction of the Airport Director in accordance with established policies and procedures, and is not usually subject to more than general administrative controls. The employee is permitted to exercise of a high level of autonomy and independent judgment when carrying out the work. Considerable interpersonal skills are necessary in order to plan and coordinate inter-group cooperation. Supervision is exercised over all Airport Fire Fighter/Operations Technicians and Trainees and the Airport Terminal Services Coordinator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assigns and supervises all airfield operations and maintenance work across multiple shifts;
- In coordination with the Airport Terminal Services Coordinator, assigns and supervises maintenance work in the terminal building and its environs;
- Conducts regular inspections of airfield runways, taxiways, safety areas, lighting and security to ensure compliance with FAA rules and regulations;
- Responds to emergency calls and coordinates Airport and mutual aid resources to mitigate emergencies;
- Operates fire fighting and rescue vehicles and equipment;
- Responds to medical emergencies as an Emergency Medical Technician;
- Supervises and participates in aircraft rescue and firefighting training as instructor and evaluator;
- Ensures the enforcement of safety and security regulations;
- Initiates and oversees the training of employees in the use of fire equipment, and operation of motor vehicles and heavy equipment;
- Institutes and supervises all safety programs such as; lockout-tagout, personal protective equipment, respirator training and fit testing, and blood borne pathogens training;
- Maintains the Airport Certification Manual (ACM) including all Letters of Agreement and Emergency Plan;
- Conducts an annual Emergency Plan review and coordinates the tri-annual full-scale disaster drill in concert with airport staff and other mutual aid agencies;
- Schedules the replacement of airport equipment and writes all specifications for procurement of new equipment;
- Inspects tenant leased or rented areas;
- Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments;
- Compiles staff work schedules and ensures adequate coverage;
- Prepares and submits annual budget requests to the Airport Director for airport operations, maintenance, and emergency services;
- Certifies to airlines and airport users that the airport is in safe operating condition;
- Operates snow and ice removal equipment;
- Supervises and assists in the maintenance and repair of airport vehicles.
- Assists in all aspects of airport management to comply with Federal, State and local laws, rules and regulations, including certification requirements;
- Performs operational inspections of airfield and airport facilities to ensure against hazards and certifies condition of all airport areas to ensure compliance with Federal Aviation Regulations;

- Serves as the airport's primary contact for FAA certification inspections and issues;
- Serves as designated Airport alternate Security Coordinator, as required by Transportation Security Administration, and is the Secondary contact for security related activities and communications; Drafts and maintains an approved Airport Security Program;
- Monitors and enforces federal aviation security procedures, airport rules and regulations, environmental regulations, and safety requirements for more than 300 airport employees;
- Conducts fingerprinting for submission to FBI for criminal history background investigations for airport employees and tenants and reviews, controls and appropriately destroys all confidential information obtained;
- Troubleshoots and repairs the computerized access control system;
- Performs regular systems and operational checks of airport ID/Access Control system;
- Performs ID media and key audits;
- Monitors airport aviation easement areas to evaluate and mitigate obstructions to navigation;
- Responsible for operational training including Emergency Management, training airline, FBO, and other airport personnel, totaling over 300 individuals, of airport procedures, and airport security and airport driver training per federal regulations;
- Assists with direction of airport operations and maintenance work including compilation of statistics, work records and personnel management;
- Implements Best Management Practices and Spill Prevention, Control and Countermeasure (SPCC) plans;
- Gathers input from Operations staff to assess maintenance and operational needs of airport;
- Reviews construction documents, drawing, and specifications for all airport capital projects and makes recommendations for changes and improvements;
- Prepares specifications and documents for equipment and services as required for bidding;
- Manages and oversees all airport construction and capital improvement projects;
- Makes hiring and disciplinary recommendations;
- Prepares presentations and speaks at public forums to promote airport and aviation activities;
- Attends job related training and seminars as approved by the Airport Director;
- May represent the Airport Director in airport and aviation related matters;
- Assumes overall responsibility of the airport in the absence of the Airport Director.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of safety practices to adhere to industry standards;
- Thorough knowledge of the principles and practices of personnel supervision and leadership;
- Thorough knowledge of airport facilities, navigational aids, and aircraft;
- Thorough knowledge of aircraft rescue and firefighting procedures and equipment;
- Thorough knowledge of the Incident Command System;
- Thorough knowledge of Federal, State and local rules and regulations applying to airport certification, operations, security, construction and airport management;
- Thorough knowledge of the principals, methods, tools and materials used in airport maintenance and construction;
- Thorough knowledge of Airport Certification Manual;
- Thorough knowledge of Airport Security Program;
- Ability to work effectively under stressful conditions, analyze situations, and rapidly make accurate decisions in life threatening situations;
- Ability to understand, interpret and explain rules and regulations to staff and others;
- Ability to keep records and prepare detailed written reports;
- Ability to communicate effectively both verbally and in writing;
- Ability to plan and supervise the work of others across shifts;
- Ability to maintain an effective working relationship with other employees, the public, and agencies associated with the operation of the airport and deal with issues in a courteous and tactful manner;
- Sound judgment, initiative, and resourcefulness are all required;
- Willingness to work outdoors in adverse weather conditions;
- Willingness to perform aircraft rescue and firefighting duties as required;
- Ability to read and understand blueprints and contract documents;
- Ability to keep records and prepare detailed reports;
- Ability to communicate effectively both verbal and written;
- Ability to work efficiently with other County departments, contractors, consultants and airport tenants;
- Sound judgment, initiative and resourcefulness;
- Tact and courtesy;
- Available 24 hours for airport security and operations issues and aircraft emergencies;

- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS: 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. In an emergency response situation, such as an aircraft disaster, the employee must have the physical ability to lift, push or pull or carry the weight of a human body (up to 250 pounds with mechanical or human assistance). While performing other duties, the employee may be required 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 work involves moderate demands due to unpredictable fluctuations in work volume, regular changes in work priority and occasional conflicting deadlines.

Environmental: The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others. 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 dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°).

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Complete Scope of the examination and Expanded subtest descriptions:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

3. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

4. 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.

5. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic.**

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: 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