

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: Senior Maintenance Worker - School Districts

EXAM NO: 69449

SALARY: \$20.30 per hour

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 RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Senior Maintenance Worker located at Trumansburg Central School. The eligible list resulting from this 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) Four years of full time paid (or the equivalent part-time and/or volunteer) experience as a Maintenance Worker; **OR**
- (b) Four years of full time paid (or the equivalent part-time and/or volunteer) experience in building maintenance and/or building renovation or building construction.

SPECIAL REQUIREMENTS:

Possession of a valid and appropriate New York State driver's license at the time of appointment and maintenance of such license for the duration of employment.

If required to drive a bus, applicants must satisfy requirements of Bus Driver set forth in the rules and regulations of the New York State Commission of Education.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent of this class leads and/or participates in the work of a small crew performing semi-skilled mechanical work or assisting skilled workers in a variety of construction, maintenance or repair work. The work is performed under a varying degree of supervision depending upon the assignment and is reviewed by the Buildings and Grounds Superintendent or Supervisor of Buildings and Grounds. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Directs the work of a small crew of maintenance workers in the completion of a specific assignment;
- Performs semiskilled work in masonry, carpentry, electrical or painting operations;
- Helps to install and repair wiring systems and electric fixtures and equipment;
- Repairs window, doors, floors, walls, ceilings, roofs mechanical systems, and other parts of buildings;
- May be required to perform interior and exterior painting;
- Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;
- Assists in cleaning and repairing boilers, pumps, heaters, pipelines, valves and traps;
- Performs installation and repair work on a municipal water and/or sewage systems;
- Tests for and locates leaks;
- Performs preventative maintenance operations on building mechanical systems;
- Mixes plaster and concrete and assists in laying brick, plastering walls, and finishing concrete work;
- Oils and greases cranes, air compressors, air hoists and assists on necessary repair work;
- Repairs, rebuilds and refinishes athletic, playground, and recreation equipment and furniture;
- Assists in the conditioning and maintenance of athletic and recreation fields and areas;
- Operates air compressors, and other motorized equipment;
- Assists a skilled mechanic and individually performs semi-skilled repair work in connection with the repair, maintenance and overhauling of motor equipment;
- Takes part in general grounds maintenance activities;
- Operates trucks, tractors and other motorized equipment;
- Assists outside contractors as instructed;
- May be required to be available for emergency repairs and snow removal on nights, holidays and weekends;
- Assists in identifying deficiencies in building mechanical systems and facility operations;
- In the Trumansburg Central School district, the incumbent is responsible for departmental operations in the absence of the Superintendent of Buildings and Grounds;
- Performs other semi-skilled duties as necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the common practices, tools, terminology, safety precautions of one or more of the mechanical or construction trades;
- Skill in the use of a variety of hand and power tools (e.g., sander, plane, routers, welding equipment, drill press, radial arm saw);
- Ability to understand and carry out instructions given both orally and in writing;
- Ability to establish and maintain good interpersonal working relations;
- Ability to direct the work of others;
- Ability to perform work requiring physical exertion such as lifting, digging, repetitive motion, etc...;
- Mechanical aptitude;
- Manual dexterity;
- Good judgement; and
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Building maintenance and repair

These questions test for knowledge of the basic principles, practices and techniques essential to the proper maintenance and repair of various types of buildings, including such areas as building maintenance, preventive maintenance, and minor repair of building structures, electrical, and plumbing systems. This may include maintenance and repair of roofs, windows, walls, floors, millwork, insulation, masonry, pipes and valves, electrical wiring and switches, and painting. Questions may also include topics such as the proper tools and materials used in building maintenance and repair work as well as proper and safe practices and techniques when using these tools and materials.

2. Building trades, including mechanical and electrical

These questions test for knowledge of the principles and practices involved in overseeing physical plant facilities and may include such areas as maintenance and repair activities involving carpentry, electrical systems, plumbing and sanitary systems, heating and ventilating systems, painting, masonry work, roofing, and similar types of physical plant maintenance and upkeep.

3. Tools and their uses

These questions test for knowledge of the various types of tools used in building maintenance and repair work, including the proper use of these tools.

4. 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.

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