

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: Maintenance Supervisor (Public Works - Promotional)

EXAM NO: 77196

SALARY: \$28.66 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 POSITION:

There is currently one vacancy in the title of Maintenance Supervisor located at the Town of Ithaca. The eligible list resulting from this promotional examination may be used to fill any full-time, part-time, or temporary vacancy that may occur during the life of the eligible list. There is an open competitive examination in conjunction with this promotional examination. Preference in appointment may go to eligible promotional candidates.

QUALIFYING EXPERIENCE FOR TAKING THIS DEPARTMENTAL PROMOTION EXAMINATION:

No later than the final filing date announced, the applicant must currently hold, and have continuously have held, at least two years of permanent non-competitive class status in the title of Maintenance Worker in the Town of Ithaca. This is a departmental promotion examination admitting non-competitive class employees. As a result, the Civil Service law requires this departmental promotion examination to be held in conjunction with an open-competitive examination. Preference in appointment may be given to eligible promotional candidates.

SPECIAL REQUIREMENTS:

The applicant must possess a valid NYS Driver's license to operate a motor vehicle at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position responsible for the efficient and economical operation of municipal buildings and infrastructure, grounds and equipment. Work is performed under the general direction of the General Building Supervisor or Highway Superintendent in accordance with prescribed policies and procedures allowing wide leeway for the exercise of independent judgment on carrying out the details of the work. Supervision is exercised over staff assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the General Building Supervisor or Highway Superintendent with planning and scheduling preventive maintenance and repairs for buildings and equipment, parks, water and sewer infrastructure;
- Compiles and details all maintenance and repair tasks, determines work priorities, distributes workload, oversees and inspects work performed by assigned staff;
- Conducts periodic inspection of the condition of buildings, sewer infrastructure and equipment to ascertain maintenance needs and makes recommendations for improvement;
- Assists the General Building Supervisor or Highway Superintendent with preparing work schedules and estimates of cost, material, equipment and resources for maintenance and repair projects;
- Assists the General Building Supervisor or Highway Superintendent with coordinating and inspecting work performed by private contractors hired by the municipality;
- Requisitions equipment, supplies and materials in accordance with prescribed procedures and maintains inventory records of maintenance supplies and equipment;
- Maintains records of maintenance and repair projects including labor, material and equipment costs and quantities;
- Supervises and assists in building, water and sewer infrastructure and grounds maintenance activities including but not limited to mowing lawns, trimming shrubs, snow and ice removal, painting, carpentry, HVAC and electrical repairs, plumbing and general maintenance;
- Communicates with department heads and other employees concerning maintenance activities to be performed;
- Provides information on maintenance work to be performed and assists in the preparation of an annual budget for all maintenance activities;
- Assists the General Building Supervisor or Highway Superintendent in preparing a variety of computer generated narrative, numerical, and graphical reports on work performed or proposed;
- Interviews perspective new employees and recommends the hiring of temporary and permanent employees;
- Conducts periodic preventive maintenance training and safety training for employees;
- Responds to emergency calls at facilities; and
- May represent General Building Supervisor or Highway Superintendent in buildings, water and sewer infrastructure and grounds related matters.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of historic and modern small to large-scale buildings and grounds operation and practices;
- Good knowledge of safe working practices and safety rules;
- Working knowledge of HVAC, electrical, plumbing and control systems;
- Working knowledge of the tools, terminology and practices of one or more of the mechanical and construction trades;
- Ability to develop and maintain preventive maintenance records, schedules, equipment repair histories, work orders, and inventory on the computer;
- Ability to prepare cost estimates for labor, materials and equipment;
- Ability to understand and carry out difficult oral and written directions;
- Ability to plan and supervise the work of others;
- Ability to read and interpret mechanical, electrical, architectural and site plans and specifications;
- Ability to deal with service requests promptly, courteously, and professionally;
- Ability to identify potentially hazardous conditions;
- Ability to analyze, diagnose, and problem solve situations and prescribe solutions;
- Ability to prepare reports clearly and concisely;
- Ability to get along with others;
- Ability to maintain effective and professional working relationships with Department employees, other municipal employees and other municipalities' employees;
- Skills in planning and allocating tasks effectively;
- Skills in the operation of tools and equipment of building trades (e.g., sander, plane, router, welders equipment, drill press, radial arm saw);

- Proficient in the use of personal computers and the ability to use spreadsheet applications;
- Good judgment, dependability, initiative and resourcefulness;
- Willingness to respond to emergencies; and
- Willingness to keep up-to-date and continuously improve knowledge and performance;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Must maintain a neat and presentable appearance appropriate for the position;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Review and interpretation of plans and specifications, and the preparation of estimates

These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; and for the ability to calculate accurate estimates of material and labor costs.

2. Operation, construction, alteration, and maintenance of physical plants, including mechanical and electrical equipment

These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance and repair of physical plant facilities including such areas as building foundation and framing, building hardware, insulation, and roofing; and building plumbing, electrical, sanitary, and heating, ventilating, and air conditioning systems.

3. Maintenance management and energy conservation

These questions test for knowledge of the principles and practices involved in managing a building maintenance and energy conservation program including such areas as determining the need for and scheduling building repairs; proper building maintenance techniques; and effective energy conservation practices for buildings, including optimal heating plant and cooling system operation.

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.

5. 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.

6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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