

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: Assistant Superintendent of Public Works (Village of Cayuga Heights)

EXAM NO: 62038

SALARY: \$69,000 Base Annual Salary

EXAM DATE: 10/28/17

ISSUE DATE: 09/13/17

THE FINAL DATE TO FILE APPLICATIONS: 09/28/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/29/17

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 Assistant Superintendent of Public Works located at the Village of Cayuga Heights. 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 in Engineering, Construction Technology or a related field **AND** two years of experience in the construction and operation of public works, such as streets, water/sewer mains, or similar projects, one year of which must have been in an administrative or supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Construction Technology or a related field **AND** four years of experience in the construction and operation of public works, such as streets, water/sewer mains, or similar projects, two years of which must have been in an administrative or supervisory capacity; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

The candidate must possess a valid NYS Class D Driver's license at the time of application and maintain such license for the duration of employment. A commercial NYS Class B Driver's license is preferred; a qualified candidate would be required to acquire a Class B license within 6 months of appointment and then maintain such license for the duration of employment.

The candidate must have NYS Code Enforcement Certification or obtain one with 24 months of employment and maintain this certification for the duration of employment. Significant progress in the certification process is required during the 12 month probationary period.

TYPICAL WORK ACTIVITIES:

- Responsible for the overall scheduling of the staff, and performance evaluation; Develops schedules of activities for optimum use of manpower and equipment;
- Plans, schedules and directs the snow and ice control program;
- Plans, schedules and directs the collection of refuse, garbage, and recyclable materials;
- Plans, schedules and directs the installation, repair and maintenance of streets, street lighting, curbs, storm sewers, creeks and drains, traffic control signs and markings, parks and other grounds, maintenance of municipal buildings and other municipal improvements;
- Administers and enforces compliance with labor contract;
- Prepares annual budget, approves procurement of materials/equipment and payment of vouchers;
- Investigates public complaints;
- Attends various meetings to assist in the formulation of policy relating to public works activities;
- Supervises DPW safety program;
- Plans and estimates costs of construction projects;
- Prepares reports of activities;
- May act for and in place of the Superintendent of Public Works as assigned;
- Conducts code inspections as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of utility and road maintenance and repair; Thorough knowledge of the practices, tools, equipment and terminology of refuse collection and disposal, park maintenance, street cleaning, snow removal, ice control, street lighting and relating public works activities;
- Good knowledge of federal, state and local laws and regulations relating to public works activities;
- Good knowledge of the principles and practices of public works administration, labor relations and union contracts;
- Ability to understand and carry out complex administrative and technical oral and written instructions including use of appropriate computer software, especially GIS software;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards;
- Ability to train and direct subordinates;
- Demonstrated leadership abilities, including ability to get along well with, and to secure the cooperation of others;
- Sound judgment, initiative, resourcefulness, integrity, dependability, tact and meaningful responses to emergency situations is required;
- The employee's physical and mental condition shall be commensurate with the demands of this position, either with or without reasonable accommodations.

Originally created July 2006.

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Complete Scope of the examination and Expanded subtest descriptions:

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.

Maintenance and Reconstruction of Streets, Sidewalks and Curbs:

These questions test for knowledge of the proper methods, materials and equipment used in the installation, repair and upkeep of street surfaces, utility access holes, gutters, catch basins, curbing and sidewalks, including ice and snow removal and control.

Maintenance and Construction of Sanitary and Storm Sewer Systems:

These questions test for knowledge of the proper methods, materials and equipment used in the installation, maintenance, repair and cleaning of sanitary and storm sewers, catch basins and related appurtenances; and proper trenching and backfilling procedures.

Safety Practices:

These questions test for knowledge of and the ability to apply safety principles related to construction and maintenance work zones, including traffic control, the safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.

Scheduling Work and Equipment:

These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

Understanding and Interpreting Plans, Specifications, and Technical Instructions:

The questions test for the ability to comprehend, analyze, and perform computations based on technical drawings and written presentations related to construction and maintenance projects. All the information needed to answer the questions will be provided in the written material and/or drawings.

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.â

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