

TOMPKINS COUNTY CIVIL SERVICE VACANCY

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: Working Supervisor

SALARY: Commensurate with experience

LOCATION: Village of Trumansburg

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 09/14/17

THE FINAL DATE TO FILE APPLICATIONS: 10/01/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/02/17

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.

LOCATION OF POSITIONS/VACANCIES:

The Village of Trumansburg has a vacancy in the title of Working Supervisor. This is a full-time non-competitive class (no civil service exam) position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full time paid (or the equivalent part time and/or volunteer) experience in progressively responsible heavy construction and maintenance activities, including the operation of heavy motor equipment, two years of which shall have been in a supervisory capacity; **OR**
- (b) Eight years of full time paid (or the equivalent part time and/or volunteer) experience in progressively responsible heavy construction and maintenance activities, including the operation of heavy motor equipment, two years of which shall have been in a supervisory capacity; **OR**
- (c) Any combination of training and experience equal to or greater than that described (a) and (b) above.

SPECIAL REQUIREMENTS:

If an incumbent is required to operate a motor vehicle with a gross vehicle weight of 18,000 lbs or more, it is the municipality's responsibility to verify that the incumbent possesses a valid New York State Class B Operator's license with the appropriate endorsements at the time of appointment and that the employee maintains such license throughout the life of employment. If the

employee will only operate a pickup or other lightweight passenger type vehicle, a Class D drivers license is required.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the efficient and economical management of the staff, materials, equipment and other resources used in the construction and maintenance of the county, town, or village infrastructure. The work is performed in accordance with established policies and procedures. However, considerable independent judgment is exercised in carrying out the details of the work. The work is reviewed by inspections and through discussions and reports. An employee in this class works under the general direction of a County Highway Manager, Town Highway Superintendent, Town Supervisor, Village Mayor, or some other department head level position. Supervision is exercised over the activities of all subordinate staff by directing the work, monitoring progress and checking upon completion. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises field maintenance and construction of highways and roads;
- Supervises the use of equipment and materials to ensure efficient and economical workmanship;
- Supervises the placement or maintenance of culverts, storm sewers, under drains, bridges, guardrail systems, and related drainage projects;
- Assists in planning and scheduling maintenance and construction projects and activities;
- Supervises snow removal and ice control activities;
- Supervises tree and stump removal, with related brush and cleaning activities;
- Supervises the preparation of ditches, bank removal, slopes, shoulders and related grade work;
- Supervises the placement of hot/cold mix paving materials and asphalt and tar surface treatments;
- Supervises the repair and routine maintenance of all equipment; Reports to and confers with supervisors regarding labor, equipment and materials necessary for completion of projects;
- Prepares activity reports and records as directed;
- Supervises painting and maintenance of equipment, tool, structures and materials;
- Supervises concrete construction and maintenance;
- Supervises the establishment of grades for drainage, pipe laying, earth cuts and fills; estimates quantities of construction materials required to complete work activities;

Depending upon the location:

- May provide supervision, including daily assignments for DPW staff;
- May receive and address requests by the public;
- May provide regular progress reports to appropriate stakeholders;
- May justify, specify and procure fleet equipment, materials and supplies;
- May coordinate an equipment maintenance program with the mechanic;
- May provide account distribution and vouchers for approval;
- May review and approve hours worked and labor distribution;
- May serve as liaison between a municipality and bargaining unit members;
- May maintain fuel supply and inventory records;
- May coordinate the drug and alcohol testing program for truck drivers;
- May review and maintain operational and safety policies;
- May respond and maintain records of utility "markouts" as required by Dig Safely NY;
- May develop policies and procedures;
- May be required to perform annual employee evaluations and reviews;
- May be required to plan and expedite various budgets.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern highway construction and maintenance methods and procedure;
- Thorough knowledge of the equipment, materials, tools, terminology, safety precautions for use in highway construction, maintenance, snow removal, and ice control;
- Ability to read and understand sketches and blueprints to related highway and bridge construction and maintenance;
- Ability to perform mathematical computations in relation to computing earth cut and fill grades;
- Ability to use a hand level and rod to establish grades for drainage and pipe laying activities;
- Ability to compute volumes of simple spaces for materials quantity estimates;
- Ability to plan, organize, and supervise the work of others;
- Ability to secure the cooperation of subordinates;
- Ability to carry out complex oral and written instructions;

- Ability to prepare budgets, cost and time estimates;
- Ability to prepare and maintain activity and progress reports;
- Ability to work with others and maintain good public relationships;
- Must be dependable and honest;
- Willingness to work under difficult weather conditions and respond to emergencies and to work overtime;
- 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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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