

# 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**

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**TITLE:** Airport Fire Fighter/Operations Technician Trainee

**EXAM NO:** 67530

**SALARY:** \$18.75/hour - 2017 Hire Rate

**EXAM DATE:** 11/18/17

**ISSUE DATE:** 10/05/17

**THE FINAL DATE TO FILE APPLICATIONS:** 10/20/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/19/17

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one full-time position in the title of Airport Fire Fighter/Operations Technician Trainee located at the Tompkins County Airport. The eligible list resulting from this examination may be used to fill any full-time, part-time, or temporary vacancies that may occur during the life of the eligible list.

### **TRAINEE MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a High School Equivalency Diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the field of airport maintenance, buildings and/or grounds maintenance, highway maintenance, equipment maintenance or any other similar maintenance related field **AND** certification in "Fire Fighter One," or "Essentials of Fire Fighting", or the equivalent certification in another field (e.g., military fire fighting, industrial fire fighting, etc.)."

### **TRAINEE SPECIAL REQUIREMENTS:**

Successful completion of the following requirements within 18 months of appointment will constitute successful completion of the trainee-ship and the trainee will automatically promote to the Technician title without further examination.

1. Possession of a valid New York State Commercial Drivers License (Class "B") within 18 months of appointment.
2. Graduation from the New York State Basic Fire Fighter Training Program within 18 months of appointment.
3. Possession of a NYS Emergency Medical Technician certification within 18 months of appointment.
4. Graduation from a FAA accredited Basic Aircraft Rescue and Fire-fighting course within 18 months of appointment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The trainee will be required to learn and perform a wide variety of skilled and semi-skilled work, pertaining to Airport Fire Rescue operations and Airport maintenance. The trainee position is similar to other maintenance classes in that skill in a variety of trades is required. However, the trainee position requires specialized knowledge in fire-fighting and rescue operations and airport operations (snow removal, airfield and buildings maintenance, safety operations). The trainee will receive training under the supervision of Airport Management and Airport Fire Fighter/Operations Technicians. The trainee will also be required to attend and satisfactorily complete the New York State Basic Firefighter course (with New York State Certified First Responder) and a Federal Aviation Administration (FAA) accredited Basic Aircraft Rescue and Fire-fighting course. The trainee will have 18 months in which to complete the required courses and train to a level of skill/knowledge satisfactory to the Airport Management.

## **TYPICAL WORK ACTIVITIES:**

- Participates in Aircraft Rescue and fire-fighting training;
- Operates fire-fighting and rescue vehicles and equipment;
- Responds to aircraft, medical, and any other emergency calls associated with the airport or appropriate mutual aid response; Enforces safety and security regulations;
- Participates in grounds maintenance, carpentry, electrical, plumbing, masonry, painting, and other general maintenance duties;
- Participates in routine and emergency maintenance/repairs on all airport vehicles;
- Operates snow and ice removal vehicles and equipment, (i.e., plows, jet broom, sanders, blowers, ramp dozer);
- Operates a variety of tools and equipment (i.e., chainsaws, welders, paint sprayers, drills, Grinders, cracksealer, mowers);
- Assists with daily inspections of airfield runways, taxiways, ramps, lighting and security/safety;
- Maintains records, completes reports, and does general administration work associated with activities.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

### **Must possess:**

- Ability to operate a variety of heavy equipment;
- Ability to prepare reports and maintain records;
- Ability to communicate well with others;
- Ability to communicate clearly on two-way radios;
- Ability to work under stressful conditions;
- Ability to operate tools and equipment requiring physical effort;
- Must maintain dexterity;
- Must possess initiative and resourcefulness;
- Must have willingness to work in adverse weather conditions;
- Must have willingness to participate in potentially dangerous aircraft rescue and fire-fighting operations;
- Must have physical condition commensurate with the demands of the position and be willing to maintain that condition.

### **Will be required to:**

- Develop a good knowledge of the principles, methods and tools used in airport maintenance;
- Develop a good knowledge of the common practices, tools, terminology, and safety precautions of one or more of the mechanical or construction trades;
- Develop a good knowledge of aircraft rescue and fire-fighting equipment, procedures and regulations;
- Develop a good knowledge of airport operations regulations, terminology, and safety procedures;
- Develop a good knowledge of Incident Command System;
- Develop the ability to make timely and appropriate decisions in life-threatening situations;
- Develop the ability to plan and direct the work of others;
- Develop the ability to operate airport fire equipment, snow removal equipment, and other airport vehicles and equipment;  
and
- Develop the ability to identify potentially hazardous conditions which could impact aircraft safety.

## **Complete Scope of the examination and Expanded subtest descriptions:**

### 1. Airport operation, including government rules and regulations

These questions test for knowledge of the principles and practices involved in operating an airport and may include such areas as proper runway marking and lighting; aircraft handling and runway traffic control; airport control tower communications and

procedure~; and federal regulations governing airport operations.

## 2. Mechanical and electrical repairs

These questions test for knowledge of the principles and practices involved in maintaining and repairing various types of mechanical and electrical equipment, and may include such areas as minor building maintenance, plumbing and sanitary system maintenance, heating, ventilating, and electrical system maintenance, and prioritizing maintenance and repair work.

## 3. Operation and maintenance of heavy motor vehicle equipment

These questions test for knowledge of the operating characteristics of various types of heavy motor vehicle equipment, and the proper safety, operating, maintenance, and repair procedures to use when working with heavy motor vehicle equipment.

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](http://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