

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: Assistant Distribution Manager (Promotional)

EXAM NO: 78429

SALARY: \$26.51/Hr - 2017 hire rate

EXAM DATE: 01/20/18

ISSUE DATE: 12/07/17

THE FINAL DATE TO FILE APPLICATIONS: 12/22/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/21/18

RESIDENCY WAIVED

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 Distribution Manager located in the Southern Cayuga Lake Intermunicipal Water Commission/Town of Ithaca. 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.

PROMOTIONAL QUALIFICATIONS:

No later than the final filing date announced, candidates must currently hold, and have continuously held, at least six months of permanent competitive class status in the title of Distribution Operator. Distribution Operator Assistants are excluded from this promotional opportunity. This departmental promotion opportunity is limited to current employees of the Southern Cayuga Lake Intermunicipal Water Commission/Town of Ithaca.

SPECIAL REQUIREMENTS:

Possession of a valid Grade D Distribution System Operator Certification from the New York State Health Department at the time of appointment. Certification must be maintained throughout the duration of employment.

Possession of a valid NYS driver's license, with a standing acceptable to the Commission's insurance carrier, at the time of appointment. License must be maintained throughout the duration of employment.

Possession of NYS Building Code Inspector certification from the New York State Department of State, or must obtain such certification within 18 months of appointment. Certification must be maintained throughout the duration of employment.

Possession of Backflow Preventer Tester certification from the New York State Department of Health, or must obtain such certification within one year of appointment. Certification must be maintained throughout the duration of employment.

The physical ability to lift and routinely handle weights up to 50 pounds is required. A physical performance test may be required after a medical examination but prior to appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Distribution Manager with the directing, planning and supervising the customer service, water system maintenance and repair, inspections, code compliance evaluation, meter reading and record-keeping activities of the Southern Cayuga Lake Intermunicipal Water Commission. The incumbent is responsible for the safe and efficient operation and maintenance of the Bolton Point Municipal Water System (BPMWS). The incumbent will work under the general direction of the Distribution Manager or the General Manager in the absence of the Distribution Manager, with moderate latitude allowed for the exercise of independent judgment in implementing the work assignments of the Distribution Department. The Assistant Distribution Manager will assist in the supervision over the work of all subordinate personnel in the Department. The incumbent will perform other related duties as required.

TYPICAL WORK ACTIVITIES: (including but not limited to):

- Assists the Distribution Manager with directing, planning and coordinating the operations of the Distribution Department;
- Assists in supervising the work of subordinate personnel; planning, assigning and reviewing work; making staffing recommendations and personnel issue recommendations;
- Performs all duties and responsibilities of a Distribution Operator, serves as a fill in for absences and is a member of the on-call rotation;
- Assists Distribution staff in trouble shooting, maintaining work flow and completing tasks;
- Re-prioritizes tasks assigned as necessary to accommodate urgent work;
- Assists in overseeing Cross Connection Control program;
- May assume role as Backflow Administrator, if assigned or as needed;
- Maintains an inventory of supplies and equipment, and facilitates purchases as needed by obtaining quotes and writing Purchase Orders (PO's);
- Leads the training of all new operators, assists with in-house training sessions and maintains Distribution Training Manual;
- Assists in writing and maintaining Standard Operating Procedures for the department;
- Follows and enforces safety rules, general work habit regulations and workplace expectations;
- Keeps aware of safety procedures and potential safety hazards and relays them to the department members (may be appointed to Safety Committee);
- Performs daily maintenance and care on vehicles and other equipment used;
- Performs/Schedules small engine maintenance of department equipment;
- Assists in the compilation of daily, monthly, and annual data and assists in preparing reports detailing operation of the Distribution department;
- Maintains oversight of the on-call rotation to assure coverage and provides assistance to the on-call operator when needed;
- May represent the Distribution Department at meetings, to other commission departments, member municipality staff, other outside agencies and customers;
- Maintains a teamwork atmosphere while coordinating Distribution department activities with other commission department staff;
- Provides leadership in maintaining good and effective public relations;
- Available for emergency response as an essential staff member;
- Performs all activities appropriate to the successful operation of the BPMWS;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices used and equipment required in the operation and maintenance of the BPMWS;
- Thorough knowledge of various residential, commercial and industrial plumbing systems;
- Ability to operate electronic line locating equipment, leak detection and GPS equipment;
- Ability to lead and supervise the operation of pumps, valves and related mechanical, electrical, instrumentation and control equipment;
- Ability to lead and coordinate regular and emergency transmission and distribution system repair and maintenance operations;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards such as plumbing codes and water industry standards;

- Ability to plan, train, organize and supervise the work of others;
- Ability to follow direction and assure compliance
- Must possess a mechanical aptitude and the knowledge and skills necessary to make repairs;
- Possesses a detailed knowledge of the BPMWS and sewer collection systems;
- Ability to operate computers for administrative and operational purposes;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Possesses good oral and written communication skills;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position, including the ability to routinely lift and handle weights up to 50 pounds.

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1. 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.

2. Water distribution systems and fire hydrants

These questions test for knowledge of the proper methods, materials and equipment used in the installation, testing, repair and operation of waterlines, fire hydrants and related appurtenances, including trenching and safety practices.

3. Installing, repairing and servicing fire hydrants, valves and water service boxes and maintaining waterlines

These questions test for knowledge of the basic practices, materials, tools, devices and equipment used in the maintenance and repair of a water distribution system, including fire hydrants and related appurtenances.

4. Understanding and interpreting technical information and construction and site plans

These questions test for the ability to read, analyze and perform computations based on written technical presentations and technical drawings related to water and/or sewer line systems. All the information needed to answer the questions will be presented in the written material and/or drawings.

5. 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 and work schedules, taking into consideration such factors as seniority, work skills, duty hours and shift coverage.

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 on line at: www.cs.ny.gov/testing/localtestguides.cfm

SENIORITY:

One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

Less than one year 0 points
1 year up to 6 years 1 point
6 years up to 11 years 2 points
11 years up to 16 years 3 points
etc. . .

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