

# 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**

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**TITLE:** Senior Heavy Equipment Mechanic (Promotional)

**EXAM NO:** 79339

**SALARY:** Town of Ithaca 2018 Hire Rate: \$26.32 per hour

**EXAM DATE:** 11/03/18

**ISSUE DATE:** 09/10/18

**THE FINAL DATE TO FILE APPLICATIONS:** 09/25/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/04/18

**RESIDENCY WAIVED**

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

### **Location of Position:**

There is currently one vacancy in the title of Senior Heavy Equipment Mechanic 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. In accordance with section 52-12 of civil service law, an open-competitive examination is being held in conjunction with this departmental promotion examination admitting non-competitive class employees.

### **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

Admission to this departmental promotion examination will be limited to current employees of the Town of Ithaca. Applicants must currently hold, and have held continuously, at least two years of permanent non-competitive class status in the title of Heavy Equipment Mechanic. In accordance with section 52-12 of civil service law, an open-competitive examination is being held in conjunction with this departmental promotion examination admitting non-competitive class employees.

### **SPECIAL REQUIREMENTS:**

Must possess a valid New York State Drivers License Class B with Air Brake endorsements at the time of application and maintain such license for the duration of employment. Employees operating Motor Equipment or Heavy Equipment on streets or roadways must possess a class A or B commercial drivers license and must be enrolled in the Tompkins County Drug and Alcohol Testing Consortium.

Must possess a NYS Department of Motor Vehicle Inspection Certification Group I and Group II and air brake training certificate at the time of application.

Must furnish own hand tools and tool box as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is skilled work primarily responsible for the administration and supervision of the garage and equipment repair facilities including heavy equipment, and automotive repairs. An incumbent in this position will be responsible for supervision of Heavy Equipment Mechanics, Equipment Service Technicians, and parts room service technicians including scheduling and layout of daily work load. Considerable autonomy and independent judgment is required to plan and carry out the details of the work assigned. An employee of this class is required to lead the work of other shop personnel as assigned. Because of the nature of the work, this job involves considerable risk of moderate injury and some risk of serious injury. The work environment has considerable exposure to disagreeable conditions such as dirt, grease, grime and weather. Visual effort required is moderate. Equipment and tools required to repair heavy equipment require considerable precision, dexterity, knowledge and skill to use. The work require considerable physical effort such as crouching, crawling, and frequent lifting of heavy automotive and equipment parts. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Daily communication with Highway Crew supervisors, and Highway Director to ensure equipment needs and availability;
- Communication with other departments to schedule vehicle repairs;
- Assists the highway director with budget planning;
- Works with vendors to develop specifications for new vehicles and equipment;
- Assigns tasks to other shop personnel;
- May develop equipment specific training;
- Diagnose and trouble shoot for preventative maintenance and/or equipment failure;
- Performs skilled operations in making general repairs on motor equipment such as automobiles, trucks, tractors, sweepers, bulldozers, graders, rollers, backhoes, power saws and other public works equipment;
- May perform major engine overhauls on gasoline and diesel engines such as installing connecting rods and bearings, sleeve kits, pistons and rings, grinding valves, etc.;
- Repairs or overhauls brake systems, differentials, transmissions, front and rear axles, suspension systems, steering systems, hydraulic systems and electrical systems;
- Performs welding and fabrication work on heavy equipment;
- Operates machine shop equipment, including lathes, grinders, torches, welders, electronic and other diagnostic test equipment and such other machines and equipment used in the department; and
- Submit daily written reports and shop repair orders;
- An incumbent may be required to operate motor equipment, heavy equipment or serve as general labor in .support of departmental operations as the needs of the service require.

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

- Thorough knowledge of standard automotive repair .methods and. of the terminology and tools of the trade; .
- Skill in the use and care of automotive and public works equipment servicing tools and equipment;
- Ability to make journey level repairs to automotive and other mechanical equipment;
- Ability to work from plans, specifications, electrical and hydraulic schematics, rough sketches and oral instructions;
- Ability to lift heavy objects;
- Ability to layout and supervise the work of others;
- Ability to get along with others;
- Ability to perform activities involving considerable strenuous effort;
- Ability to operate a wide variety of motor equipment and heavy equipment;
- Willingness to use and operate equipment, tools and machines;
- Willingness and ability to tolerate odors, dirt, exposure to solvents, oils, work in all kinds of weather conditions, and make repairs on job sites and roadways;
- Good coordination, dexterity;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation; and
- The employee must be willing and able to work overtime and respond to emergency work as needed.

Originally created 11-05-15

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

1. Maintenance and repair of motor vehicles

These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.

2. Tools and test equipment used in the maintenance of automotive equipment

These questions test for knowledge of the correct procedures to use when checking, maintaining, and repairing automotive equipment, including the proper and safe use of various tools, instruments, circuit testers, and similar types of mechanical and electrical test and repair equipment.

3. Specification writing, including use of trade publications, technical bulletins, and other appropriate specification sources

These questions test for knowledge of the principles and practices involved in developing appropriate purchase and contract specifications, including proper wording and correct use of product descriptions, diagrams, and technical performance requirements, and use of appropriate reference sources such as professional organization and trade group standards, manufacturers brochures, and technical publications.

4. Maintenance and repair of mechanically and electronically controlled internal combustion engines

These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer controlled systems.

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 such areas as setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

**SENIORITY:** One (1) point will be added to each passing score for every five (5) years of permanent classified service according to the following schedule:

Less than 1 year. . . . .	0 points
1 year up to 6 years. . . . .	1 point
Over 6 years up to 11 years. . . . .	2 points
Over 11 years up to 16 years. . . . .	3 points
Over 16 years up to 21 years. . . . .	4 points
Over 21 years up to 26 years. . . . .	5 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.

**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