

# 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**

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**TITLE:** Carpenter

**SALARY:** \$21.87 on hire automatically increasing to \$23.77 per hour after serving a nine-month training period. (\$45,490 to \$49,442 annual equivalent)

**LOCATION:** Department of Facilities

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 11/30/18

**THE FINAL DATE TO FILE APPLICATIONS:** 01/21/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 01/22/19

**RESIDENCY WAIVED**

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

There is currently one full-time permanent non-competitive class opportunity in the title of Carpenter located in the Tompkins County Facilities Department. An employee in this title is required to join the New York State Retirement System, has access to a deferred compensation plan, a Platinum health insurance plan, dental insurance and other excellent benefits. There is no civil service test for this position.

Updated 12/18/2018 to waive residency and extend recruitment to 01/21/2019.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND**

(a) completion of a formal apprenticeship program and completion of at least two additional years of experience working as a carpenter in the field at the journeyman level; **OR**

(b) ten years of carpentry/construction carpentry experience with emphasis on finish carpentry.

### **SPECIAL REQUIREMENT:**

The applicant must have a valid New York State driver's license at the time of appointment and maintain such license throughout the life of employment.

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

A carpenter is required to perform a wide variety of rough and finish carpentry in an efficient and skillful manner. An incumbent in this class is also required to have a working knowledge of some of the other skilled trades as he or she may be called upon to

perform the occasional odd job requiring the usage of a variety of skills that might include basic plumbing, electrical and masonry. The incumbent works under general supervision with considerable leeway allowed for the exercise of independent judgment when planning and carrying out the details of each job. Immediate supervision may be exercised over the work of laborers. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Must be capable of performing all aspects of carpentry work such as framing, building forms for concrete work, building and repair of cabinets, windows, doors, roofs, ceilings, partitions, floors, trim work, and other miscellaneous construction;
- Estimates and procures materials necessary to complete projects;
- Cuts and fastens sheetrock, attaches sheetrock tape, spreads joint compound and sands joints smooth, applies paint to finish;
- Installs and repairs acoustical, gypsum board, and plaster ceilings and walls, applies paint to these surfaces to finish;
- Measures and cuts wood or metal studs, frames and fastens them into load bearing and non-load bearing walls;
- Installs and repairs wood or metal-framed roof and floor assemblies;
- Installs floor coverings;
- Measures, cuts and fastens trim to finish;
- Installs and repairs doors, locks, and hardware;
- Installs and repairs window frames, screens, glass and cords;
- Makes, repairs, and installs cabinets, desks, tables, work stations and other office furniture;
- Fasten hardware and accessories to all wood, masonry, and metal interior and exterior surfaces;
- Makes all necessary penetrations in wood, masonry, and metal interior and exterior surfaces;
- Operates and maintains all carpentry shop equipment and machinery;
- Operates and maintains power and hand tools, and other diagnostic equipment needed to perform job duties;
- May coordinate and direct work of other maintenance staff when designated a lead person;
- Assists in supervising and training maintenance staff when required;
- Maintains good working relationship with building contacts, departments, and customers;
- May be required to inspect and direct the work of outside contractors;
- Acquires and maintains licenses and or special knowledge to maintain specialized equipment as required;
- Maintains appropriate records and logs;
- Available to work overtime as duties require, including weekends and possible shift work;
- Performs minor masonry, and related building trades work as required;
- Assists other trades and maintenance workers as required;
- Reviews and comments on capital project submittals;
- Performs snow removal duties as required.

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

- Thorough knowledge of the tools, terminology and procedures employed in the rough and finish carpentry trades;
- Working knowledge of other skilled trades;
- Thorough knowledge of the precautions necessary to prevent accidents;
- Ability to work safely;
- Ability to work from plans and specifications;
- Ability to work from a rough sketch and oral instructions;
- Ability and willingness to keep work areas neat and orderly to prevent accidents;
- Ability to operate common woodworking machinery;
- Ability to produce basic layouts and designs;
- Ability to rig and work from scaffolds;
- Must be able to wear a respirator;
- Must have ability to ascend and descend heights, have agility and freedom of movement, ability to climb stairs, ladders and scaffold, and ability to move easily in confined spaces.
- Must be able to lift up to 100 pounds and withstand considerable bending and reaching.
- Physical strength, stamina and initiative are required;

- 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