

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

TITLE: Parks Maintenance Manager

EXAM NO: 67805

SALARY: \$33.84 per hour - hiring rate

EXAM DATE: 03/02/19

ISSUE DATE: 01/10/19

THE FINAL DATE TO FILE APPLICATIONS: 01/25/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/03/19

RESIDENCY WAIVED

LOCATION OF POSITIONS:

There is currently one vacancy in the title of Parks Maintenance Manager located at the Town of Ithaca. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering, Landscape Architecture, Natural Resources, Parks & Recreation Management, Environmental Studies, Forestry, or related field **AND** two years full time (or the equivalent part time and/or volunteer) experience in the survey, layout, design and/or construction and/or maintenance of parks and/or recreational areas or landscaping experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Civil Engineering Technology, Landscape Architecture, Natural Resources, Parks & Recreation Management, Environmental Studies, Forestry or a related field **AND** four years full time (or the equivalent part time and/or volunteer) experience in the survey, layout, design and/or construction and/or maintenance of parks and/or recreational areas or landscaping experience; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years full time (or the equivalent part time and/or volunteer) experience in the survey, layout, design and/or construction and/or maintenance of parks and/or recreational areas or landscaping experience; **OR**
- (d) Any combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

SPECIAL REQUIREMENTS:

Must possess a valid New York State driver's license at the time of application and maintain such license and a clear driving record for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for overseeing the construction and maintenance of town's parks, trails, preserves, walkways, bikeways, cemeteries and recreational areas. The work is performed under the general supervision of the Town Highway Superintendent with leeway allowed for the use of independent judgment in carrying out work activities. Public Works Department activities are a coordinated effort between the Deputy Highway Superintendent, Water/Sewer Maintenance Supervisor and Parks Maintenance Manager. Supervises the work of; subordinate staff, work crews and volunteers. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Assists Highway Superintendent in the planning and coordination of operations of Public Works Department;
- Oversees the construction and maintenance of parks, trails, preserves, walkways, bikeways, cemeteries, recreational areas and related structures;
- Coordinates with Deputy Highway Superintendent and Water/Sewer Maintenance Supervisor on work load of Public Works Department;
- Assists Highway Superintendent with the annual budget process;
- Relays written or oral direction from Highway Superintendent to the crews;
- Supervises the work of subordinate personnel, planning, assigning and reviewing work and makes staffing recommendations;
- Aides in the implementation of department policies and procedures; Monitors construction and maintains budget to track expenditures;
- Makes recommendations on improvements and changes to infrastructure and facilities; Prepares reports, keeps daily logs of projects, and tracks program costs for Highway Superintendent;
- Aides in the coordination of joint projects with other departments, governments, residents and agencies;
- Respond to constituents inquires relating to construction and maintenance of parks, trails, preserves, walkways, cemeteries, recreational areas, and related maintenance;
- Provide leadership in maintaining good and effective public relations;
- Provide technical assistance to Town Board and other boards, committees, officials and other department's staff;
- Maintains an inventory of supplies and equipment, and makes purchases as needed; Assists in the management of department records, documents and equipment;
- Keeps aware of safety procedures and/or potential safety hazards and relays them to the crew; Available for 24 hour emergency response.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, methods, tools and terminology in the construction and maintenance of parks;
- Good knowledge of the proper use and operation of construction equipment;
- Good knowledge of management principles and practices;
- Ability to read and understand sketches, blueprints and plans;
- Ability to plan, schedule and coordinate construction and maintenance programs;
- Ability to be tactful and show good judgment;
- Ability to operate computers for administrative and operational purposes;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to apply good judgment and be accurate with all work products;
- Willingness to keep up-to-date and continuously improve knowledge and performance;
- Committed to a team approach to problem-solving;
- 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 appropriate for the position;
- 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.

Originally created 02/11/2005

P85.DOC

Complete Scope of the examination and Expanded subtest descriptions:

1. Grounds maintenance, including turf, trees and shrubs

These questions test for knowledge of the principles and practices involved in grounds maintenance and may include such areas as turf grass planting, fertilizing, and maintenance; tree and shrub selection, planting, transplanting, trimming and maintenance; snow and ice control; and safe operating practices involved when performing grounds maintenance activities.

2. Maintenance of buildings and equipment

These questions test for knowledge of the principles and practices involved in the overall maintenance, construction, and upkeep of the typical structures, buildings, and equipment found in park facilities; and may include such areas as proper maintenance and repair of buildings, roadways, trails, flood control and drainage structures, minor mechanical and electrical systems maintenance, and safe operating practices.

3. Installation, maintenance, and repair of recreation areas

These questions test for knowledge of the principles and practices involved in the installation, upkeep, maintenance and repair of park and recreation facilities, including such areas as picnic facilities, playgrounds, athletic and playing fields, trails and walkways, sanitary facilities, and lawn care and grounds maintenance.

4. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

5. 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>

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