

# 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:** MEO/Water/Sewer Maintenance Worker

**SALARY:** Rate is as negotiated per CSEA. Please inquire at the Town of Newfield 607-564-9981.

**LOCATION:** Town of Newfield Highway Department

**TYPE OF EMPLOYMENT:** Full-time permanent non-competitive class appointment.

**ISSUE DATE:** 01/23/19

**THE FINAL DATE TO FILE APPLICATIONS:** 03/20/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/21/19

**RESIDENCY WAIVED**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one full-time permanent non-competitive class (no civil service test) opportunity in the title of MEO/Water/Sewer Maintenance Worker located in the Town of Newfield Highway department. The majority of the work will be with the water and sewer department but the incumbent is required to perform the Motor Equipment Operator and related duties as required. Preference in appointment may be given to individuals who are fully certified, however, we recognize that there may be difficulty in recruitment and have provided for an on-the-job training opportunity if such should prove necessary.

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the candidate must demonstrate:**

Graduation from high school or possession of a high school equivalency diploma **AND** one year of experience in the operation of automotive equipment such as dump trucks, snow plows and other similar automotive equipment.

**SPECIAL REQUIREMENTS:**

The candidate must possess a New York State Class A or B commercial driver's license (with no Air Brakes restriction) at the time of appointment and maintain such license continuously for the duration of employment.

Possession of a NYS Grade C and/or Grade D Water System Operator Certification (as appropriate to the municipality to which appointed) is required within six months of appointment. Maintenance of such license is required for the duration of employment.

Depending on the municipality, the employee may be required to possess or obtain a 1, 1A, 2 or 2A Wastewater Treatment Plant Operator Certification as required by the NYS DEC. If required, maintenance of such license is required for the duration of employment.

Preference in appointment may be given to candidates who possess all special requirements at the time of application.

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

This is manual work primarily responsible for the safe and efficient operation of various types of motor equipment and the unskilled labor activities that go along with it. On a secondary basis, the employee will be required to perform a variety of water and sewer system maintenance activities. The work primarily involves the operation of motor equipment that is not classified as heavy equipment. The employee may be required to operate heavy equipment on a relief or trainee basis as needed. The duties are performed under general supervision of the Town Highway Superintendent or Water and Sewer Systems Supervisor. Supervision may be exercised over the work of others on specific tasks as assigned. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

#### **HIGHWAY DEPARTMENT DUTIES:**

- Operates a truck in connection with the removal of snow and refuse, and the transportation of stone, gravel and supplies;
- Operates a tractor or truck with snow loaders, snow plow, bulldozer, or other attachments;
- Operates other street construction equipment;
- Performs preventative maintenance of department equipment;
- Perform manual labor such as loading trucks, digging ditches, cutting trees and brush, flushing sewers, cleaning culverts, and raking blacktop and chipping wood.

#### **WATER AND SEWER SYSTEM DUTIES:**

- The incumbent will assist with the water and sewer department on an as needed basis. In the absence of the Water and Sewer Systems Supervisor, the incumbent will monitor and maintain the water and pumping stations, perform the necessary daily and weekly tests and answer alarms as required.
- The incumbent may supervise others as specific tasks require.

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

- Good knowledge of the operation of tractors, trucks and other automotive equipment;
- Good knowledge of the geography of the area;
- Ability to understand and follow simple oral and written directions;
- Mechanical aptitude;
- Willingness to respond to emergencies and perform overtime work;
- Willingness to work outside under adverse weather conditions;
- Dependability;
- Physical condition commensurate with the demands of the position;
- Good knowledge of the operation and maintenance of a water treatment plant;
- Good knowledge of the operation and maintenance of a sewage pumping station.

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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