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: Heavy Equipment Mechanic

SALARY: $21.87 per hour to start, automatically increasing to $23.78 per hour after serving a nine-month training period

LOCATION: Tompkins County Highway Department

TYPE OF EMPLOYMENT: Full-time permanent non-competitive appointment (no civil service test).

ISSUE DATE: 02/13/19

THE FINAL DATE TO FILE APPLICATIONS: 03/13/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/14/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

There is currently one full-time 40 hour per week opportunity in the title of Heavy Equipment Mechanic located at the Tompkins County Department of Highway. This is a non-competitive title (no civil service test) that will be filled on a permanent basis. The employee will have access to a Platinum Health Insurance Plan, NYS Retirement, and an extensive benefits package. In the fall, winter and spring this is a five day per week position, however, summer hours consist of four ten-hour days with Fridays off. Lots of three-day weekends.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year technical school or community college with an Associate's Degree or certificate in heavy equipment technology or mechanics **AND** one year of experience in heavy vehicle repair performing repair and maintenance; **OR**

(b) Graduation from a high school technical or vocational program in automotive mechanics **AND** three years of experience in a heavy equipment repair shop performing repair and maintenance of heavy equipment; **OR**

(c) Five years experience in a heavy equipment shop performing repair and maintenance of heavy equipment .

SPECIAL REQUIREMENTS

1. Must possess a NYS Department of Motor Vehicle Inspection Certification Group I and Group II within 90 days of appointment and maintain such license for the duration of employment.

2. At the time of application, the successful candidate must have completed an air brake service/inspection apprenticeship program, **OR** a vehicle or brake manufacturer training program designed to train students in air brake inspection and maintenance **OR** demonstrate in your application work history at least one year of experience in the inspection and repair of air brake systems.

3. Must furnish own hand tools and toolbox as required (except at the Town of Ithaca).

4. Must obtain a New York State Class A or B driver's license with an air brake endorsement within 90 days of appointment 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.

DISTINGUISHING FEATURES OF THE CLASS:

This is skilled work primarily responsible for the efficient performance of a variety of public works equipment repair, heavy equipment repair, machinist tasks and/or heavy equipment operation as needed. This class is distinguished from other public works employees by the ability to perform repairs at the journey level (i.e. complete rebuild of gas and diesel motors, transmissions, differentials, air brake systems, advanced hydraulic and electrical systems). General instructions are received from a higher-level employee regarding what tasks to perform. Considerable autonomy and independent judgment is required to plan and carry out the details of the work assigned. May lead the work of other shop personnel as assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- 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;
- Submits daily written reports and shop repair orders;
- In the Towns and Villages, 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 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; and
- Must be willing and able to work overtime and respond to emergency work as needed.

ESSENTIAL FUNCTIONS - PHYSICAL, MENTAL AND ENVIRONMENTAL

Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

Physical: The employee is routinely required to stand, walk, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. He or she must push or pull up to 700 pounds (with mechanical or human assistance), lift, carry and/or hoist overhead as much as 60 pounds. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must be able to firmly grasp tools, equipment and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, repair and install large and small parts. Head, hands, arms, legs and feet must all work together in coordination in order to enable an individual to perform the essential functions of this job.

Environmental: The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others. He or she must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°). He or she must have the full physical ability to operate and drive all kinds of heavy and light equipment as well as trucks, most with a clutch and standard transmission configuration, some with many gear options.

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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.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