

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: Assistant Superintendent of Public Works (Various Towns and Villages)

EXAM NO: 64019

SALARY: Annual starting salary is \$47,990 for the Town of Dryden

EXAM DATE: 05/11/19

ISSUE DATE: 03/21/19

THE FINAL DATE TO FILE APPLICATIONS: 04/05/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 05/12/19

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.

THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Assistant Superintendent of Public Works located at the Town of Dryden. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

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

- (a) One year of experience as a Working Supervisor, Highway Superintendent, Deputy Highway Superintendent, Superintendent of Public Works, Assistant Superintendent of Public Works or any other similar supervisory position in a municipal public works department; **OR**
- (b) Two years of experience as a water or sewer treatment plant operator, laborer, motor equipment operator, heavy equipment operator, carpenter, electrician, maintenance worker, or other similar construction position; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

SPECIAL REQUIREMENTS:

1. The candidate must possess a New York State CDL - B operators (drivers) license at time of appointment and maintain such license for the duration of employment.
2. If required to operate a water or sewage treatment plant, the employee must obtain the appropriate operator's certification within a reasonable period as defined by the Town or Village.

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant Superintendent of Public Works is responsible for assisting the Public Works Superintendent with the following municipal services and activities, water distribution, storm and sanitary sewer maintenance, refuse collection, parks & trails, dams & streams, buildings & grounds, cemeteries. The Assistant Superintendent is also responsible to assist in the preparation of specifications for contracted services, purchase of equipment, construction materials, and supplies. The Assistant Superintendent is also responsible for supervision of all department personnel and activities in the absence of, or directed by the Superintendent.

The duties of this position are performed under the general supervision of the supervision of the Superintendent of Public Works. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises the construction, maintenance and repair of town or village sewer and water lines;
- May supervise the operation and maintenance of the water treatment plant and/or the sewage treatment plant in the event of the absence of the Superintendent of Public Works, Plant Manager or support staff;
- Assists in the construction, maintenance and repair of town or village roads, streets and sidewalks, including snow and ice removal when needed;
- Assists in the collection and disposal of yard wastes and other miscellaneous items during regularly scheduled pick-ups by the Department of Public Works;
- Assists in the oversight of the maintenance of town or village owned properties and equipment;
- Assists with the care and maintenance of parks & trails, playground, dam & streams, and cemeteries;
- Assists in the oversight of community beautification projects and protection and the environment in compliance with the Town or Village Board's instructions and the law;
- Assists the activities and performance of all public works employees;
- May assist in the preparation of reports, and/or applications for permits as requested or required by the Town or Village Board and various State agencies, such as DEC, Department of Health, and Highway Department;
- May maintain records of department activities and prepare reports;
- May respond and maintain records of utility "mark outs" as required by Dig Safely New York.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers, parks & trails, buildings & grounds, and related public works;

Working knowledge of the principles and procedures involved in the operation of a public works Department;

Working knowledge of the principles, practices and equipment used in the extension and maintenance of a municipal water distribution system;

Working knowledge of the principles, practices and equipment used in the operation of water and waste water treatment plants;

Working knowledge of the preparations of specifications for contracted services and purchases and maintenance of equipment;

Ability to coordinate and supervise the work of subordinates as well as work along with employees and deal with the public;

Ability to work from plans, specifications and blueprints;

Resourcefulness, initiative and good judgment are required traits.

The candidate's physical condition shall be commensurate with the demands of the position.

Originally created 5-15-86

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Complete Scope of the examination and Expanded subtest descriptions:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her

subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Maintenance and reconstruction of streets, sidewalks and curbs

These questions test for knowledge of the proper methods, materials and equipment used in the installation, repair and upkeep of street surfaces, utility access holes, gutters, catch basins, curbing and sidewalks, including ice and snow removal and control.

3. Maintenance and construction of sanitary and storm sewer systems

These questions test for knowledge of the proper methods, materials and equipment used in the installation, maintenance, repair and cleaning of sanitary and storm sewers, catch basins and related appurtenances; and proper trenching and backfilling procedures.

4. Safety practices

These questions test for knowledge of, and the ability to, apply safety principles related to public works construction zones, including traffic control, safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.

5. Plans, specifications, and technical instructions

These questions test for the ability to understand, analyze, and perform computations based on technical drawings and written presentations related to public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.

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

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 online 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