

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



PROMOTIONAL

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: Senior Engineering Technician - Tompkins County (Promotional)

EXAM NO: 73024

SALARY: \$22.76 per hour - Hire Rate

EXAM DATE: 09/28/19

ISSUE DATE: 08/15/19

THE FINAL DATE TO FILE APPLICATIONS: 08/30/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/29/19

RESIDENCY WAIVED

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

Location of Position:

There is currently one vacancy in the title of Senior Engineering Technician located at the Tompkins County Highway Department. The eligible list resulting from this promotional examination may be used to fill any full-time, part-time, or temporary vacancies that may occur during the life of the eligible list.

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

No later than the final filing date specified, the applicant must currently hold, and have continuously held, at least six months of permanent competitive class status in the title of Engineering Technician with the Tompkins County Highway Department. This is a departmental promotion examination admitting only employees of the Tompkins County Highway Department.

SPECIAL REQUIREMENTS:

The applicant must possess a valid New York State drivers' license with a clear driving record at the time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position provides technical support, field support, designs, project management, and research assistance as required for all types of highway, bridge and engineering other highway related projects. An employee in this position utilizes numerous surveying skills related to engineering, highway construction and maintenance, project design, project management, construction inspection, record-keeping, and relevant technical and computer applications that support them. This includes Assists in development, implementation, maintenance, and the monitoring of compliance for highway related projects. Work is performed

under the direct supervision of the County Highway Director or designee. The incumbent may lead small groups of employees and contractors at a job site. Strong inter-personal skills are needed to successfully communicate and interact with staff, contractors, vendors, other municipal officials, and residents. The employee will perform the work of the Highway sign shop while supervising crew(s) composed of Sign Mechanics, Heavy Equipment Operators, Motor Equipment Operators, Laborers, and Seasonal Workers engaged in the manufacturing and installation of highway roadside signs. The incumbent will be responsible to be fully knowledgeable of the requirements that govern highway roadside signs such as the Manual of Uniform Traffic Control Devices and local highway standards and practices. The incumbent will perform all related duties as assigned.

TYPICAL WORK ACTIVITIES:

- Inspects and evaluates conditions of infrastructure;
- Manages and develops work plans from highway pavement management system;
- Serves as a highway representative on various teams or work groups;
- Monitors compliance with respect to rules, regulations, codes and contracts;
- Assists with development of budgets and schedules for Engineering highway and related projects; Plans and performs all types of surveys including photogrammetric, construction, property, topographic, traffic, route, and hydrographic;
- Performs and coordinates construction inspection to ensure proper implementation of plans, specification, regulations and codes;
- Performs and coordinates material and construction testing in the field and/or lab;
- Prepares and plans for Engineering highway projects including work orders, designs, drawings, and other related information;
- Performs coordinating Engineering computations and design all duties under general supervision of the Director of Engineering, County Highway Director or designee;
- Provides technical and assistance for projects;
- Manages and applies relevant computer programs to project, develop, and monitor highway and related projects.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices and principles of engineering, highway maintenance, and construction;
- Good understanding of the instruments and materials used in engineering and construction projects;
- Good knowledge of survey and engineering terminology;
- Good knowledge of rules, regulations and codes pertaining to engineering projects;
- Ability to read and understand engineering drawings and specifications;
- Ability to formulate schedules;
- Ability to perform surveys including but not limited to photogrammetric, construction, property, topographic, traffic, route, and hydrographic;
- Supervises and schedules daily work projects and makes work assignments to the sign shop crew;
- Prepares sign work orders and provides explanation of work orders or related documentation;
- Operates and oversees the operation of the sign making process including layout, preparation, cutting, adhering, and installation;
- Observes work in progress and that which is completed to insure adherence to instructions, guidelines, and schedules;
- Insures that signs are produced and installed according to the Manual of Uniform Traffic Control Devices and other highway standards and practices;
- Sets up signage for construction projects including detours, road closings, and other signage in accordance with the Manual of Uniform Traffic Devices (MUTCD) latest edition -Maintains written records of work performed including labor, materials, and equipment;
- Oversees inventory of sign shop materials and orders materials as needed.
- Ability to perform material and construction tests in the field and lab;
- Ability to understand and interpret complex oral and written information;
- Ability to use computers and highway engineering software programs;
- Ability to use and apply GIS technology and stay current with other computer programs relevant to work tasks;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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Complete Scope of the examination and Expanded subtest descriptions:

Mathematics, including algebra, geometry and trigonometry

These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.

Basic surveying and computerized drafting techniques

These questions test for elementary knowledge of the principles, terminology, computations, and proper practices involved in performing surveys of various construction projects and land areas, and the concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.

Methods and materials used in the construction and maintenance of roads, bridges and other structures and facilities

These questions test for knowledge of the proper procedures, materials, and equipment used in construction, reconstruction, and repair of various types of public works projects, including such typical construction work as roadways, bridges, excavations, embankments, drainage structures, retaining walls, and similar facilities.

Understanding and interpreting engineering plans and descriptive specifications

These questions test for the ability to read and analyze technical drawings and written technical presentations, and to perform related computations. Some technical knowledge of construction and estimating terminology and methods will be required.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>.

SENIORITY: One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

- Less than one year. 0 points
- 1 year up to 6 years. 1 point
- 6 years up to 11 years. 2 points
- 11 years up to 16 years 3 points
- etc. . .

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