

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

TITLE: Public Works Apprenticeship (Project Assistant)

SALARY: Living Wage of \$15.11 per hour. No benefits.

LOCATION: This will be a rotating apprenticeship through various divisions or departments of the City of Ithaca, the Town of Ithaca and Tompkins County Highway Department.

TYPE OF EMPLOYMENT: Full-time, temporary, non-competitive class Project Assistant appointment.

ISSUE DATE: 11/13/19

THE FINAL DATE TO FILE APPLICATIONS: 12/18/19

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

RESIDENCY: Residency encompasses Tompkins and the six contiguous counties, however, preference in selection may be given to residents of Tompkins County.

LOCATION OF POSITIONS/VACANCIES:

The City of Ithaca, Town of Ithaca and County of Tompkins have partnered to develop a public works apprenticeship program. We intend to hire as many as six (6) full-time 40-hour per week Project Assistants to participate in this Public Works Apprenticeship program. The position pays a living wage of \$15.11 per hour for the duration of the apprenticeship but the employee does not have access to fringe benefits. Recruitment will continue through close of business December 9, 2019. Application review will occur from December 10th through December 27, 2019. It is anticipated that interviews and selection of apprentices will occur in early January, that offers will be made in early February, and that employment will begin on or about March 2, 2020. The apprentices will rotate through the various units or divisions of all three public works departments and/or water and wastewater treatment plants and will be exposed to many different kinds of blue-collar work. Apprentices should be aware that they will be working outdoors (Spring, Summer and Fall), learning and performing a variety of skilled and unskilled manual labor. A strong commitment to the program, good attendance and the ability to get along with others is expected. People with CDL permits may have the opportunity to practice, test and earn their CDL license. Due to anticipated retirements, opportunities for stable continued employment will exist and successful participants of this program will have the advantage of being a known value to hiring managers.

Women and people of color are strongly encouraged to participate of this program.

MINIMUM QUALIFICATIONS:

A candidate for this apprenticeship opportunity may be a person who is unemployed, underemployed or an active high school or college student.

DISTINGUISHING FEATURES OF THE CLASS:

Project Assistant is the payroll title under which a Public Works Apprentice will work. Project Assistants will be provided work assignments designed to provide a real-world opportunity to work side-by-side with public works staff committed to teamwork and providing quality municipal services. For this appointment, qualified individuals will have the opportunity to experience first-hand the internal operations of County and Town highway departments, the City Public Works Department, and Water/Wastewater Treatment Plants. This Project Assistant appointment will encompass three up-state NY seasons (Spring, Summer and Fall), and the employee will rotate through the three public works agencies sponsoring the program: The City of Ithaca, the Town of Ithaca and the Tompkins County Highway Department. The goal of the program is to provide employees with an introduction to the wide variety of career opportunities within the public works field and provide basic training toward a career in the public works field. Specific duties differ depending on the municipality in which the apprentice is working at the time and the season she or he happens to be employed there. Participants will be provided Flagger Certification, OSHA 10 Certification, a variety of Safety Education, and the opportunity to attain their NYS Commercial Driver's License (CDL) if eligible and interested.

TYPICAL WORK ACTIVITIES: The activities outlined below are illustrative in nature and may differ or vary depending on the season, the municipality, and/or the division of public works for the employee is working.

- Candidate may be required to operate heavy trucks (with possession of the appropriate or learner's permit) or heavy equipment on a trainee basis. They may also have an opportunity to obtain a CDL license;
- Candidate may operate (with the appropriate license) light trucks, automobiles, mowing tractors, broom tractors, skid steers, or any other machine equipment;
- Candidate may rake and shovel asphalt to patch potholes or assist in the paving of roads and trails;
- Candidate may assist in the installation, maintenance and repair of sidewalks by shoveling, jack hammering, laying forms, and pouring cement;
- Candidate may assist in the installation, maintenance, and repair of pipeline by excavating, laying pipe, and back filling;
- Candidate may cut brush, remove dead trees, plant grass, and mow lawns;
- Candidate may clean debris from parking lots, culverts, and roadsides;
- Candidate may shovel snow, remove ice, and spread salt on roads/trails/sidewalks;
- Candidate may be required to operate power tools and equipment such as saws, mixers, snowblowers, mowers, or tractors;
- The candidate will receive training on the proper flagging procedures and may act as a flag person on road-repair jobs;
- Candidate may perform routine maintenance on water systems;
- They may also be required to assist repairing water main breaks;
- Candidate may clean and maintain vehicles and building areas;
- Candidate may pick up and haul recyclables and trash;
- Candidate may take part in general grounds maintenance activities such as litter and debris removal, weekly site checks, lawn mowing, weed-eating, raking, reseeding, and trimming brush;
- Candidate may make deliveries, load and unload materials, and perform all necessary moving services;
- Candidate may perform physical labor in support of masonry, carpentry, electrical, HY AC, plumbing, and painting for maintenance;
- Candidate may be required to assist on sign maintenance, putting up new, replacing existing, and possibly painting.
- Candidate may assist in hazardous tree removals;
- Candidate may be required to assist in brush pickup. This requires being in the presence of a wood chipping machine.
- Candidate may assist in the operation of a hydro seeder, spreading grass seed, and laying out hay.
- Candidate may assist in the maintenance of a baseball field, running a field groomer, raking, lining, running a pump, and weeding the field.
- Candidate may be required to spread and move mulch. May have to assist in tree planting where mulching would be required.
- Candidate may assist in planting of native trees, shrubs, and native perennials/wildflowers;
- Candidate may be required to assist in the removal of invasive species. This would be under the supervision of a manager or contractor.
- Candidate will assist in leaf bag pickup. May be required to be in a garbage packing truck to pick the leaves. The candidate may also be required to be in a leafvac truck.
- The Candidate may experience two to four weeks working side-by-side as an assistant/aide to a water treatment plant operator, wastewater treatment Plant Operator, Water Meter Technician, Pipe Line Crew Member installing water and sewer infrastructure in water distribution and wastewater collection systems;
- He or she may experience two to four weeks of mowing and grounds keeping work at pumping stations, water tanks, water and sewer division facilities and/or on baseball diamonds.
- The candidate may be assigned to work in a Sign Shop receiving an overview of Uniform Traffic Control Devices, performing field work relating to visibility of signs and replacement, etc.

- The candidate may be assigned to work in a Mechanic Shop receiving training on shop safety, basic heavy equipment maintenance, general automotive maintenance and parts-room management;
- He or she may perform traffic control on road construction activities;
- He or she may be assigned to road and/or bridge maintenance activities on a variety of public works projects;
- He or she may work in an Engineering division getting exposure to the general concepts of civil engineering as it relates to roads, bridges, surveying, construction drawings, concrete testing procedures, bridge inspections, road striping, "T" marking, etc.

For those with a CDL permit, the candidate may be provided with eight to twenty-four hours of training experience in preparation for the CDL road test. This would entail being behind the wheel with a Senior Heavy Equipment Operator in a training capacity. The program may be able to provide a heavy vehicle in which to take the road test. If interested in this licensure, the employee would need to enroll in the random drug and alcohol testing pool.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the field in which the internship is being served;
- Ability to understand and interpret and carry out oral instructions and written directions;
- Ability to develop effective working relationships and deal diplomatically with the public and co-workers;
- Willingness to learn and invest fully in the internship opportunity;
- Willingness to be mentored, taught and supervised;
- A positive attitude, commitment to the program, good attendance and good judgment are required personal characteristics;
- This is blue-collar work performed mainly in an outside environment across a variety of seasons, therefore, the employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created as a 2019 intermunicipal initiative.

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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