

# 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**

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**TITLE:** Senior Water Maintenance Specialist

**EXAM NO:** 61885

**SALARY:** \$25.63 per hour

**EXAM DATE:** 02/29/20

**ISSUE DATE:** 01/13/20

**THE FINAL DATE TO FILE APPLICATIONS:** 01/28/20

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/01/20

**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 POSITION:**

There is currently one vacancy in the title of Senior Water Maintenance Specialist located at Bolton Point. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, 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 two (2) years of experience in a public water utility.

### **Special Requirements:**

An applicant must possess a "D" certification from the New York State health Department in water distribution system operations at the time of appointment, and must be maintained throughout the duration of employment.

An application must possess New York State Health Department approved Cross Connection/Backflow Tester Certification at the time of appointment and must be maintained throughout the duration of employment.

A valid driver's license acceptable to the Commission's insurance carrier is required at the time of and throughout the duration of employment.

The physical ability to lift and routinely handle weights up to 50 pounds is required. A physical performance test may be required during a medical examination but prior to appointment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a senior level laborer position responsible for the maintenance, repair and inspection of municipal valves and hydrants of the Southern Cayuga Lake Intermunicipal Water Commission. The incumbents are responsible for performing the safe and efficient maintenance of the Bolton Point Municipal Water System (BPMWS). The incumbent will work under the direct supervision of the Distribution Manager or designee, with moderate leeway allowed for independent judgment while in the field. It is expected that the work will be performed at an increasingly skillful and efficient level as set increments of time pass. The incumbent will perform other related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Follows preventive maintenance schedules;
- Inspects and maintains the BPMWS valves and hydrants;
- Performs maintenance on the BPMWS;
- Compiles maintenance reports and reports repair needs to Distribution staff;
- May read customer meters;
- May locate and mark water lines accurately to prevent accidental damage during excavation;
- Follows safety rules, general work habit regulations, and workplace expectations;
- Performs daily maintenance and care on vehicles and other equipment used;
- Performs maintenance of an inventory of equipment and supplies;
- Generates a record of all repairs made to the system;
- Assists in the collecting of daily, monthly, and annual data used to prepare reports detailing operation of the Distribution Department;
- Performs on-call duties as needed, responding to system emergencies after hours and weekends;
- Available for emergency response as an essential staff member;
- May be asked to respond to emergency situations, but is not considered an essential staff member;
- Performs activities to support the successful operation of the BPMWS.

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

- Good knowledge of the practices used and equipment required in the operation and maintenance of the BPMWS;
- Good knowledge of and the ability to operate electronic line locating, leak detection, and GPS equipment
- Good knowledge of the BPMWS distribution system;
- Good oral and written communication skills;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in a supervised atmosphere;
- Basic knowledge of water distribution systems;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Must possess a mechanical aptitude and be willing to acquire the knowledge and skills necessary to make repairs;
- Ability to operate computers for administrative and operational purposes;
- Must maintain a neat and presentable appearance;
- Must practice safe driving and work habits;
- Alert, observant, reliable and dependable;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 03/19

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

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic ..

Water distribution systems and fire hydrants

These questions test for knowledge of the proper methods, materials, and equipment used in the installation, testing, repair, and operation of waterlines, fire hydrants, and related appurtenances, including trenching and safety practices.

Mechanical devices and tools used in maintenance work

These questions test for knowledge of general mechanical principles and for the ability to identify various types of hand tools and construction equipment and their proper use and maintenance ..

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>.

## 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