

**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: Recycling Assistant

EXAM NO: 61661

SALARY: \$19.09 per hour - 2020 Hire Rate

EXAM DATE: 06/27/20

ISSUE DATE: 05/20/20

THE FINAL DATE TO FILE APPLICATIONS: 06/04/20

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/28/20

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 POSITIONS/VACANCIES:

There is currently one vacancy in the title of Recycling Assistant located at Tompkins County Recycling and Materials Management. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the recycling operations field , facilities and landscape maintenance, or motor equipment operations; **OR**
- (b) Graduation from high school or possession of a GED AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the recycling operations field , facility and grounds maintenance, or motor equipment operations, two years of which must have involved operations coordination; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) or (b) above.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment. Failure to maintain the required license may result in termination of employment. Job requires one year experience in the operation of motor vehicles. Candidate must obtain a valid weigh scale operator's license within one month of the hire date. Training will be provided by the Department of Recycling and Materials Management. Must be 21 years or older to apply.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent works under the general supervision of the Assistant Director of Recycling and Materials Management with considerable leeway for independent judgment when carrying out the details of the job. This position provides direct assistance to residents, local municipalities, and businesses in performing recycling operations duties to ensure sustainable, coordinated and cost effective efforts. The incumbent works closely with the Waste Reduction and Recycling Specialists, consultants and contractors in implementation of recycling operations. Work also involves responsibility for the safe and efficient operation of various types of vehicles in connection with the residential Food Scrap Drop Spots, as well as Public Space Recycling locations throughout the county. This position will serve as an attendant to receive residential food scraps at numerous drop spot locations and provides education to users. In addition, this position will serve as a back- up Weigh Scale Operator for the Recycling and Solid Waste Center (RSWC). The job also includes performing weekly inspections of the RSWC operation. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Operates vehicles equipped with a trailer or power lift gate for the collection and delivery of recyclable material including food scraps;
- Arranges and assures preventative maintenance and cleaning for equipment and vehicles;
- Assists in the procurement of equipment and services for recycling activities;
- Responsible for receiving, tracking, storing and distributing recycling supplies and equipment;
- Assist in the hiring and training of new food scrap drop spot attendants;
- Performs minor repairs to drop spot sheds as required;
- Clears snow at drop spots and public space recycling areas;
- Assist in adding new public space recycling locations;
- Develops narratives, reports, annual work plans;
- Assists in the development and implementation of recycling and food scraps programs;
- Utilizes and maintains data collection, record keeping, tracking and reporting systems;
- Provides public information about recycling and food scrap composting;
- Assists in preparing budgets and tracking expenditures;
- Operates weigh scales including computer entry, collects payments, operates cash register and issues receipts;
- Must be available to work weekends and shifts.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles, practices and regulations related to recycling and composting,
- Good knowledge of Federal, State and Local laws and regulations related to recycling,
- Good knowledge of methods and practices for receiving, storing, maintaining and issuing supplies and equipment,
- Excellent oral and communication skills,
- Strong ability to operate a pickup truck, trailer, box van or other vehicles as needed. Does not require a commercial driver's license (CDL),
- Strong ability to work safely,
- Ability to monitor route productivity,
- Ability to work effectively with the public, contractors, municipalities, consultants and co-workers,
- Able to organize and maintain accurate records and files,
- Must be able to work on Saturday, shift hours and some holidays with commensurate time off,
- Dependability, mental alertness and courtesy is required,
- The employee's physical and mental conditions are commensurate with the demands of this position, either with or without reasonable accommodation,
- Must be able to regularly and repeatedly move, load and unload heavy carts, equipment and materials.

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Complete Scope of the examination and Expanded subtest descriptions:

Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Planning, managing, and coordinating solid waste recycling programs

These questions test for knowledge of the principles and practices involved in the planning, implementation, management, coordination, and evaluation of solid waste recycling programs, including the typical components of various types of solid waste streams, separation procedures used for solid waste stream components, recycling procedures and programs for various types of separated materials, and market forces that affect solid waste recycling programs.

Collection, analysis and interpretation of data

These questions test for knowledge of the principles and practices involved in the collection and organization of technical data, and for the ability to evaluate and analyze technical data involving the field of refuse collection and solid waste management.

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