

**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: Recycling Operations Specialist (NCP)

EXAM NO: 72162

SALARY: \$23.99 per hour - 2021 Hire Rate

EXAM DATE: 07/17/21

ISSUE DATE: 05/20/20

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

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/18/21

RESIDENCY WAIVED

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

LOCATION OF POSITIONS/VACANCIES:

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

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

SPECIAL REQUIREMENTS:

Candidates 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 (1) year of experience in the operation of motor vehicles. Must be 21 years or older to apply.

Tompkins County is committed to Diversity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for various recycling and solid waste operations which include the following: food scrap recycling, public space recycling, monitoring/enforcing of local laws pertaining to recycling and solid waste, departmental safety requirements, safe and efficient operation of various types of vehicles in connection with the residential food scrap drop spots, County Office food scrap collections, public space recycling locations, conducting investigations/inspections for mandatory recycling, trash tags and proper disposal of solid waste, responding to public inquiries regarding regulations, permits, recycling compliance and illegal dumping of recyclables and garbage, assisting with the preparation of the Department's annual budget, managing the operational protocols and data collection for food scrap program.

The incumbent works closely with the Waste Reduction and Recycling Specialists, Communications Coordinator, consultants and contractors in implementation of recycling programs. The incumbent serves as the Department's safety coordinator and delivers County safety training in collaboration with other safety professionals and County staff, as required. Supervision is exercised over the Recycling Driver, solid waste contractors, and consultants that work as attendants at numerous food scrap recycling drop spots throughout the County ensuring coordinated and cost-effective operations. The incumbent works under the general supervision of the Deputy Director of Recycling and Materials Management with considerable leeway for independent judgment when carrying out the details of the job. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises the Recycling Driver;
- Arranges and assures preventative maintenance and cleaning for equipment and vehicles;
- Responsible for the procurement of equipment and services for certain recycling activities;
- Responsible for receiving, tracking, storing and distributing recycling supplies and equipment;
- Responsible for hiring and training of new food scrap drop spot consultants;
- Responsible for overseeing the work of contractors;
- Establishes and maintains drop spot sheds as required;
- Responsible for identifying new public space recycling locations;
- Develops narratives, reports, annual work plans;
- Responsible for identifying new food scrap drop off and public space recycling locations;
- Utilizes and maintains data collection, record keeping, tracking and reporting systems;
- Provides public information about food scrap composting, public space recycling and local laws;
- Assists in preparing budgets and tracking expenditures;
- Interprets State laws and bans pertaining to food scrap recycling in Tompkins County;
- Investigates reported violations of the Tompkins County Code pertaining to recycling and solid waste, secures evidence, interviews witnesses and maintains surveillance;
- Interprets County Solid Waste local laws for the public;
- Prepares applicable records related to solid waste law enforcement and is involved in the investigation and prosecution of such incidences;
- Responds to complaints from the public regarding violations of local laws;
- Compiles statistics on various solid waste programs and incidence reports;
- Issues appearance tickets, prepares accusatory instruments and supporting depositions;
- Works with the County Attorney regarding court related activities;
- Coordinates Solid Waste enforcement activities with local municipalities and enforcement agencies;
- Implements and oversees County illegal dumping clean-up activities;
- Prepares safety training materials for the Department;
- Maintains safety related programs, plans, records and statistics;
- Works with County safety committee and the Health and Safety Coordinator to implement safety programs;
- 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 solid waste;
- Good knowledge of Federal, State and Local laws and regulations related to recycling and solid waste;
- 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;
- Strong ability to work safely;

- Ability to monitor route productivity;
- Ability to work effectively with the public, contractors, municipalities, consultants and co-workers;
- Works with County Attorney regarding court related activities;
- 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;
- Must be able to regularly and repeatedly move, load and unload heavy carts, equipment and materials;
- Willingness to work in adverse weather conditions;
- Good general knowledge of principles and practices of solid waste management techniques;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to work effectively with municipalities, law enforcement agencies, business officials, private citizens, community groups, private contractors and consultants;
- Ability to establish and maintain cooperative relationships with the public;
- Ability to understand, interpret and apply regulations and policies;
- Good observation skills, good judgment, common sense, integrity, dependability, firmness, tact and courtesy are required;
- The employee's physical and mental conditions are commensurate with the demands of this position, either with or without reasonable accommodation.

Originally created 3/20

R43

Complete Scope of the examination and Expanded subtest descriptions:

1. 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.

2. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

3. Understanding and interpreting Federal, State, and Local laws, codes, rules, and regulations

These questions test for the ability to understand, interpret, and apply various federal, New York State, and local laws, codes, rules, and regulations. All the information needed to answer the questions will be provided in the written material.

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