

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: Water and Sewer Maintenance Supervisor

SALARY: \$35.80 per hour

LOCATION: Town of Ithaca

TYPE OF EMPLOYMENT: Full time Monday-Friday 6:30 am -3:00pm

ISSUE DATE: 06/09/20

THE FINAL DATE TO FILE APPLICATIONS: 08/02/20

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/03/20

RESIDENCY WAIVED

MINIMUM QUALIFICATIONS:

- (a) Graduation from a four-year regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering or closely related field **AND** two years of full-time paid construction or utility maintenance experience, **AND** one year of supervisory experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Construction Technology, Civil Technology or related field **AND** five years of full-time paid construction or utility maintenance experience, **AND** two years of supervisory experience; **OR**
- (c) High School Diploma **AND** ten years construction or utility maintenance experience, **AND** two years of supervisory experience; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid New York State driver's license and clear driving record for the duration of employment.

The Town of Ithaca strongly values a diverse and inclusive workforce. Town Board, Management and Staff are committed to equity and inclusion and encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of the Town of Ithaca's Water and Sewer systems. The work involves planning and maintaining current and future

water and sewer infrastructure system. Work is performed under the general supervision of the Director of Public Works, with leeway allowed for the exercise independent judgment in carrying out work activities. Public Works Department activities are a coordinated effort between the management team of the Deputy Town Highway Superintendent, Water/Sewer Maintenance Supervisor, Parks Maintenance Manager.. Considerable coordination with the Town's Engineering Department and intermunicipal infrastructure agencies is also required. The employee will supervise the work of subordinate staff and work crews. Responsiveness to Town constituents during emergencies and is available being "on call" status 24 hours a day, seven days a week.

TYPICAL WORK ACTIVITIES:

- Assists Director of Public Works in the planning and coordination of operations of Public Works Department;
- Oversees the construction and maintenance of the water and sewer maintenance program including schedules, implementation measures and cost estimates;
- Coordinates with Deputy Town Highway Superintendent and Parks Maintenance Manager on daily staff assignments and overall work load of Public Works Department;
- Coordinates with Engineering Department regarding town water and sewer infrastructure maintenance and capital improvements making recommendations on improvements and changes to infrastructure and facilities;
- Coordinates with the Engineering Department for services by technician staff;
- Performs development reviews of projects proposed in the town and makes recommendations regarding water and sewer infrastructure, in conjunction with Engineering;
- Supervises the work of subordinate personnel, planning, assigning and reviewing work, makes staffing recommendations and assisting with performance review program;
- Aides in the development and implementation of department policies and procedures;
- Monitors construction and maintains budget to track expenditures;
- Prepares reports, keeps daily logs of projects, and tracks program costs for Director of Public Works;
- Prepares Federal and State documentation relative to operation, maintenance and failures of the sewer collection and water distribution system and other related records and reports as required;
- Assists Director of Public Works with the annual budget process;
- Aides in the coordination of joint projects with other departments, governments, residents and agencies;
- Maintains an inventory of supplies and equipment, and makes purchases as needed;
- Responds to constituents inquires relating to water and sewer, and all related maintenance;
- Provides leadership in maintaining good and effective public relations;
- Provides technical assistance to Town Board, Town staff, other municipal boards, commissions, committees, officials and staff;
- May represent the Department at meetings with staff and officials from other municipalities, outside agencies and residents;
- Reviews invoices regarding water and sewer received from municipal entities to ensure accuracy prior to payment;
- Ensures compliance of Confined Space program and coordinates annual safety training;
- Keeps aware of safety procedures and/or potential safety hazards and relays them to the crew;
- Assists in the management of department records, documents and equipment;
- Available for 24 hour / 365 emergency response and coordination of emergency response situations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, methods, tools and terminology in the construction and maintenance of water and sewer systems;
- Thorough knowledge of various residential, commercial and industrial plumbing systems;
- Possesses a detailed knowledge of the town's water and sewer systems;
- Good knowledge of construction practices and safety procedures;
- Ability to read and understand engineered construction drawings and specifications;
- Ability to plan, train, organize and supervise the work of others;
- Ability to lead and supervise the operation of pumps, valves and related mechanical, electrical, instrumentation and control equipment;
- Ability to lead and coordinate regular and emergency repair and maintenance operations;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards such as plumbing codes and water industry standards and local laws;
- Ability to operate computers for administrative and operational purposes;
- Must possess a mechanical aptitude and the knowledge and skills necessary to make repairs to system;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to apply good judgment and be accurate with all work products;

- Willingness to keep up-to-date and continuously improve knowledge and performance;
- Committed to a team approach to problem-solving;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Possesses good oral and written communication skills;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance appropriate for the position;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position, including the ability to routinely lift and handle weights up to 50 pounds.

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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