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

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TITLE: Laborer

SALARY: 17.00-19.00

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 11/28/22

THE FINAL DATE TO FILE APPLICATIONS: 12/09/22

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/10/22

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 Town of Groton is looking for a motivated individual looking to advance. Requirements include upholding a clean driver's licenses, with willingness to advance to a CDL class licenses. Good attitude and work ethic is a must to fit in with a skilled and positive team.

MINIMUM QUALIFICATIONS:

There are no minimum requirements for this position.

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

DISTINGUISHING FEATURES OF THE CLASS:

A Laborer performs perform the physical/unskilled duties of the construction trades. This is hard physical work that requires endurance and a willingness to perform physically demanding tasks indoors and outdoors in all weather conditions. An employee in this class is responsible for assisting skilled workers in performing a variety of tasks such as road construction and maintenance, building construction and maintenance, landscaping, buildings and grounds maintenance, cleaning of fleet vehicles, painting, and any other cleaning or minor repair work required. A Laborer who has obtained the appropriate license or learner's permit may be assigned to operate heavy trucks or heavy equipment on a trainee basis. The work is generally performed under direct supervision. Supervision of others is not a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

The following work activities are illustrative. Not all duties will be performed at every location in the jurisdiction. In addition, other unspecified labor-class duties may be assigned by the supervisor or appointing authority as necessary.

- May operate heavy trucks (with possession of the appropriate license or learner's permit) or heavy equipment on a trainee basis;
- May operate (with the appropriate license) light trucks, automobiles, mowing tractors, broom tractors or other motorized equipment;
- May rake and shovel asphalt to patch potholes or assist in the paving of roads;
- May assist in the installation, maintenance and repair of sidewalks by shoveling, jack hammering, laying forms, and pouring cement;
- May assist in the installation, maintenance, and repair of pipeline by excavating, laying pipe, and back filling;
- May cut brush, remove dead trees, plant grass, and mow lawns or rights-of-way;
- May clean debris from parking lots and culverts;
- May shovel snow, remove ice, and spread salt on targeted areas;
- May serve as a wing person on a snowplow;
- May operate power tools and equipment such as saws, mixers, jackhammers, snowblowers, mowers, or tractors;
- May act as a flag person on road-repair jobs;
- May perform routine maintenance on water and sewer systems;
- May clean and maintain vehicles and building areas;
- May pick up and haul recyclables and trash;
- May take part in general grounds maintenance activities such as litter and debris removal, lawn mowing, weed-eating, raking, reseeding, and trimming;
- May make deliveries, load and unload materials, and perform all necessary moving services;
- May perform physical labor in support of masonry, carpentry, electrical, HVAC, plumbing, computer technology, and painting for maintenance and construction projects;
- May check buildings or other areas of responsibility to ensure that building systems are fully operational (e.g., HVAC, elevators, lights, roof, doors);
- May be required to keeping an eye on activities in and around a building, park or other public area and report any suspicious activity to local law enforcement officials;
- Acts as an essential personnel and may be required to respond to emergency call-ins;
- Performs all labor-related duties as required by the supervisor or appointing authority.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Skill in the use of basic hand and power tools (e.g., hammers, wrenches, screwdrivers, power drills, and circular saws;
- Ability and willingness to perform routine tasks requiring physical exertion such as lifting, climbing, painting, washing, sweeping/mopping, moving furniture, shoveling, raking, and mowing;
- Ability to operate and maintain a variety of buildings and grounds equipment and vehicles such as scaffolding, pumps, lifts, riding and walk-behind mowers, trimmers, chainsaws, blowers, plows, spreaders, pressure washers, and (depending upon the appointing authority) trucks (pickup, dump and lift-gate);
- Ability to follow oral and written directions;
- Ability to identify, avoid, and report potentially hazardous working conditions;
- Ability to understand, interpret, and follow all applicable safety policies;
- Willingness to respond to emergencies as an essential staff member and perform overtime work;
- Willingness to work outdoors in inclement weather;
- Physical strength and endurance;
- Mechanical aptitude, manual dexterity, thoroughness, dependability, tact, and good judgment;
- The employee's physical condition must be commensurate with the demands of the position either with or without reasonable accommodations.

Originally created 01/01/1969

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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.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