

Public Works Apprenticeship (Project Assistant) Tompkins County

Department: This will be a rotating apprenticeship through various divisions or departments of the City of Ithaca, the Town of Ithaca and Tompkins County Highway Department

Classification: To be filled under the Non-competitive class Project Assistant title

Labor Grade: 76

Approved: Project Assistant approved by Bd. Res. #125 06/06/00 and authorized as NC per NYS CSC 10/24/00

By: AG, Commissioner of Human Resources

BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

A candidate for this apprenticeship opportunity may be a person who is unemployed, underemployed or an active high school or college student.

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

DISTINGUISHING FEATURES OF THE CLASS:

Project Assistant is the payroll title under which a Public Works Apprentice will work. Project Assistants will be provided work assignments designed to provide a real-world opportunity to work side-by-side with public works staff committed to teamwork and providing quality municipal services. For this appointment, qualified individuals will have the opportunity to experience first-hand the internal operations of County and Town highway departments, the City Public Works Department, and Water/Wastewater Treatment Plants. This Project Assistant appointment will encompass three up-state NY seasons (Spring, Summer and Fall), and the employee will rotate through the three public works agencies sponsoring the program: The City of Ithaca, the Town of Ithaca and the Tompkins County Highway Department. The goal of the program is to provide employees with an introduction to the wide variety of career opportunities within the public works field and provide basic training toward a career in the public works field. Specific duties differ depending on the municipality in which the apprentice is working at the time and the season she or he happens to be employed there. Participants will be provided Flagger Certification, OSHA 10 Certification, a variety of Safety Education, and the opportunity to attain their NYS Commercial Driver's License (CDL) if eligible and interested.

TYPICAL WORK ACTIVITIES: The activities outlined below are illustrative in nature and may differ or vary depending on the season, the municipality, and/or the division of public works for the employee is working.

- Candidate may be required to operate heavy trucks (with possession of the appropriate or learner's permit) or heavy equipment on a trainee basis. They may also have an opportunity to obtain a CDL license;
- Candidate may operate (with the appropriate license) light trucks, automobiles, mowing tractors, broom tractors, skid steers, or any other machine equipment;
- Candidate may rake and shovel asphalt to patch potholes or assist in the paving of roads and trails;
- Candidate may assist in the installation, maintenance and repair of sidewalks by shoveling, jack hammering, laying forms, and pouring cement;
- Candidate may assist in the installation, maintenance, and repair of pipeline by excavating, laying pipe, and back filling;
- Candidate may cut brush, remove dead trees, plant grass, and mow lawns;
- Candidate may clean debris from parking lots, culverts, and roadsides;
- Candidate may shovel snow, remove ice, and spread salt on roads/trails/sidewalks;
- Candidate may be required to operate power tools and equipment such as saws, mixers, snowblowers, mowers, or tractors;
- The candidate will receive training on the proper flagging procedures and may act as a flag person on road-repair jobs;
- Candidate may perform routine maintenance on water systems;
- They may also be required to assist repairing water main breaks;
- Candidate may clean and maintain vehicles and building areas;
- Candidate may pick up and haul recyclables and trash;
- Candidate may take part in general grounds maintenance activities such as litter and debris removal, weekly site checks, lawn mowing, weed-eating, raking, reseeding, and trimming brush;

- Candidate may make deliveries, load and unload materials, and perform all necessary moving services;
- Candidate may perform physical labor in support of masonry, carpentry, electrical, HY AC, plumbing, and painting for maintenance;
- Candidate may be required to assist on sign maintenance, putting up new, replacing existing, and possibly painting.
- Candidate may assist in hazardous tree removals;
- Candidate may be required to assist in brush pickup. This requires being in the presence of a wood chipping machine.
- Candidate may assist in the operation of a hydro seeder, spreading grass seed, and laying out hay.
- Candidate may assist in the maintenance of a baseball field, running a field groomer, raking, lining, running a pump, and weeding the field.
- Candidate may be required to spread and move mulch. May have to assist in tree planting where mulching would be required.
- Candidate may assist in planting of native trees, shrubs, and native perennials/wildflowers;
- Candidate may be required to assist in the removal of invasive species. This would be under the supervision of a manager or contractor.
- Candidate will assist in leaf bag pickup. May be required to be in a garbage packing truck to pick the leaves. The candidate may also be required to be in a leafvac truck.
- The Candidate may experience two to four weeks working side-by-side as an assistant/aide to a water treatment plant operator, wastewater treatment Plant Operator, Water Meter Technician, Pipe Line Crew Member installing water and sewer infrastructure in water distribution and wastewater collection systems;
- He or she may experience two to four weeks of mowing and grounds keeping work at pumping stations, water tanks, water and sewer division facilities and/or on baseball diamonds.
- The candidate may be assigned to work in a Sign Shop receiving an overview of Uniform Traffic Control Devices, performing field work relating to visibility of signs and replacement, etc.
- The candidate may be assigned to work in a Mechanic Shop receiving training on shop safety, basic heavy equipment maintenance, general automotive maintenance and parts-room management;
- He or she may perform traffic control on road construction activities;
- He or she may be assigned to road and/or bridge maintenance activities on a variety of public works projects;
- He or she may work in an Engineering division getting exposure to the general concepts of civil engineering as it relates to roads, bridges, surveying, construction drawings, concrete testing procedures, bridge inspections, road striping, "T" marking, etc.

For those with a CDL permit, the candidate may be provided with eight to twenty-four hours of training experience in preparation for the CDL road test. This would entail being behind the wheel with a Senior Heavy Equipment Operator in a training capacity. The program may be able to provide a heavy vehicle in which to take the road test. If interested in this licensure, the employee would need to enroll in the random drug and alcohol testing pool.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the field in which the internship is being served;
- Ability to understand and interpret and carry out oral instructions and written directions;
- Ability to develop effective working relationships and deal diplomatically with the public and co-workers;
- Willingness to learn and invest fully in the internship opportunity;
- Willingness to be mentored, taught and supervised;
- A positive attitude, commitment to the program, good attendance and good judgment are required personal characteristics;
- This is blue-collar work performed mainly in an outside environment across a variety of seasons, therefore, the employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created as a 2019 intermunicipal initiative.