

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

**Inclusion Through Diversity**



## **OPEN TO THE PUBLIC**

**Tompkins County Personnel 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:** Automotive Mechanic

**SALARY:** Base: \$27,862.00 + additional for experience and education up to 10 years.

**LOCATION:** T-S-T BOCES School

**TYPE OF EMPLOYMENT:** Full time

**ISSUE DATE:** 10/24/16

**THE FINAL DATE TO FILE APPLICATIONS:** 11/08/16

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/09/16

**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.

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one full-time Automotive Mechanic position available with T-S-T BOCES as of December 1, 2016. Please apply no later than 4:30 PM, November 8, 2016. This is a non-competitive class position. A civil service test is not required.

### **MINIMUM QUALIFICATIONS:**

\*Two years of satisfactory experience as a skilled automotive mechanic.

**\*NOTE:** Full-time automotive mechanic training may be substituted for the experience required above on a year-for-year basis.

### **SPECIAL REQUIREMENTS:**

If required to operate a school bus, the applicant must be eligible for the appropriate New York State operator's license at the time of application, possess such license at the time of appointment and maintain the license throughout the life of employment. Applicants must satisfy requirements for Bus Drivers set forth in the rules and regulations of the New York State Commissioner of Education.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An Automotive Mechanic is responsible for servicing, repairing and maintaining all of the automotive and other equipment of a civil division. This is skilled work involving responsibility for the maintenance and repair, including major repair, of all

automotive equipment owned by a Town, Village or School District. The work is performed under general direction with considerable leeway allowed for the exercise of independent judgement when bringing equipment up to approved standards of safety and operation. Supervision may be exercised over the work of school monitors, helpers, school bus attendants, bus drivers, automotive mechanic assistants and other employees as appropriate.

When responsible for the transportation program (for jurisdictions that do not employ a Transportation Program Supervisor or Administrator), an employee in this class is responsible for laying out and amending bus routes, calling in substitute drivers, maintaining transportation records, and generally supervising pupil transportation. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Performs a variety of repairs to buses, automobiles, trucks, tractors and other machinery and equipment;
- Lays out and supervises the work of helpers, assistants and any maintenance tasks done by bus drivers;
- Schedules maintenance work to insure proper servicing of vehicles;
- Repairs or replaces springs, axles, wheel bearings, transmissions, clutches, heater cores, brake systems, pumps and carburetors;
- Repairs ignition systems, generators, regulators, etc;
- Adjusts steering mechanisms and aligns wheels;
- Makes minor welding repairs to bodies and chassis;
- Maintains records of parts and supplies used and prepares requisitions;
- May paint bus bodies and repair interiors including seats and windows;
- May perform major engine overhauls;
- May be required to sweep and maintain the cleanliness of bus interiors;
- May be required to wash bus exterior and add gas and oil.

**WHEN RESPONSIBLE FOR THE TRANSPORTATION PROGRAM:**

- Annually assists in laying out school bus routes;
- Makes minor changes in bus routes to meet needs of district;
- Maintains records and prepares transportation reports;
- Instructs bus drivers concerning safety rules and regulations;
- Interviews and recommends hiring of new bus drivers;
- Arranges for substitute bus drivers and special bus trips;
- Assists in the preparation of the annual budget.
- The incumbent may be required to drive a school bus on a regular basis or substitute as needed.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of standard automotive repair methods and of the tools and terminology of the trade;
- Skill in making repairs to automotive and other mechanical equipment; Ability to lay out work for self and others;
- Familiarity with welding techniques;
- Ability to maintain simple records and prepare reports;
- Good motor skills, hand and eye coordination;
- The employee's physical condition shall be commensurate with the demands of the position.

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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 Personnel 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 Personnel 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 Personnel 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