

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

TITLE: Airport Fire Fighter/Operations Technician and Trainee

SALARY: \$18.75 2017 Hire Rate

LOCATION: Tompkins County Public Works Department - Airport Division

TYPE OF EMPLOYMENT: Full-time provisional pending the next civil service examination.

ISSUE DATE: 12/15/16

THE FINAL DATE TO FILE APPLICATIONS: 12/30/16

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/31/16

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 40-hour per week opportunity in the title of Airport Fire Fighter / Operations Technician Trainee available at the Tompkins County Airport. This will be a provisional appointment pending the next civil service examination.

TRAINEE MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a High School Equivalency Diploma AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the field of airport maintenance, buildings and/or grounds maintenance, highway maintenance, equipment maintenance or any other similar maintenance related field AND certification in "Fire Fighter One," or "Essentials of Fire Fighting", or the equivalent certification in another field (e.g., military fire fighting, industrial fire fighting, etc.)."

TRAINEE SPECIAL REQUIREMENTS:

Successful completion of the following requirements within 18 months of appointment will constitute successful completion of the trainee-ship and the trainee will automatically promote to the Technician title without further examination.

1. Possession of a valid New York State Commercial Drivers License (Class "B") within 18 months of appointment.
2. Graduation from the New York State Basic Fire Fighter Training Program within 18 months of appointment.
3. Possession of a NYS Emergency Medical Technician certification within 18 months of appointment.
4. Graduation from a FAA accredited Basic Aircraft Rescue and Fire-fighting course within 18 months of appointment

TECHNICIAN MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a High School Equivalency Diploma AND two years full-time paid (or the equivalent part-time and/or volunteer) experience in airport maintenance which shall have included or was supplemented by airport operations and/or aircraft rescue and airport fire-fighting experience. **NOTE:** Five years of continuous part-time and/or on-call volunteer experience specifically in the field of airport fire-fighting will be considered equivalent to the two years of full-time paid airport fire-fighting experience specified in the minimum qualifications above.

TECHNICIAN SPECIAL REQUIREMENTS: An Airport Fire Fighter/Operations Technician will possess the following licenses and certificates **at the time of application.**

1. A valid New York State Commercial Drivers License (Class "B").
2. New York State Basic Fire Fighter Training Program certification.
3. NYS Emergency Medical Technician certification.
4. FAA accredited Basic Aircraft Rescue and Fire-fighting certification.

TRAINEE DISTINGUISHING FEATURES OF THE CLASS:

The trainee will be required to learn and perform a wide variety of skilled and semi-skilled work, pertaining to Airport Fire Rescue operations and Airport maintenance. The trainee position is similar to other maintenance classes in that skill in a variety of trades is required. However, the trainee position requires specialized knowledge in fire-fighting and rescue operations and airport operations (snow removal, airfield and buildings maintenance, safety operations). The trainee will receive training under the supervision of Airport Management and Airport Fire Fighter/Operations Technicians. The trainee will also be required to attend and satisfactorily complete the New York State Basic Firefighter course (with New York State Certified First Responder) and a Federal Aviation Administration (FAA) accredited Basic Aircraft Rescue and Fire-fighting course. The trainee will have 18 months in which to complete the required courses and train to a level of skill/knowledge satisfactory to the Airport Management.

TECHNICIAN DISTINGUISHING FEATURES OF THE CLASS:

Supervises and participates in Airfield maintenance, carpentry, electrical, plumbing, masonry, painting, and other general maintenance duties; Supervises and assists in the routine maintenance and repair of grounds and buildings; Supervises and participates in the maintenance and repair of airport service vehicles; Conducts daily inspections of airfield runways, taxiways, lighting and security; Operates fire-fighting and rescue vehicles and apparatus (jaws of life, halon fire suppression tool, breathing apparatus); Participates in aircraft rescue and fire-fighting training as instructor and trainee; Responds to and manages aircraft, medical and any other emergency calls associated with the airport or appropriate mutual aid response; Enforces safety and security regulations; Trains employees in the use of fire equipment; safety equipment and operation of motor equipment and heavy equipment; Certifies to Airlines and Airport Users that runways are in safe operating condition; Performs routine and emergency repairs on all airport vehicles; Maintains records and forwards reports of activities; Operates snow and ice removal vehicles and equipment, (i.e., as plows, jet broom, sanders, and snowblower); Operates a variety of tools and equipment (chainsaws, welder, paint sprayer, drill and grinder); Files notices to pilots through Federal communications system concerning the operational safety of the airport.

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.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