

# 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:** Maintenance Mechanic

**SALARY:** \$14.15 per hour

**TYPE OF EMPLOYMENT:** Full-Time

**ISSUE DATE:** 07/07/17

**THE FINAL DATE TO FILE APPLICATIONS:** 07/17/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 07/18/17

**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 POSITION/VACANCIES:**

There is currently one full-time Maintenance Mechanic opportunity available at the Trumansburg Central School. This position will be filled on a provisional basis pending the next civil service test. Benefits include paid vacation, sick and personal leave, NYS Retirement, Health (BC&BS) and Dental insurance (Lifetime Benefit Solutions), and in-service education opportunities.

### **MINIMUM QUALIFICATIONS:**

- (a) Possession of at least 60 credit hours of study from a regionally accredited college or university with a major in electrical or construction technology or a related field, or completion of two years of study at an accredited technical school in the fields of electrical, air-conditioning, heating, refrigeration and one year of full-time paid (or the equivalent part-time and/or volunteer) experience in building maintenance or one or more of the building construction trades; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of full-time paid (or the equivalent part-time and/or volunteer) experience in building maintenance or one or more of the building construction trades; OR
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above as determined by the Commissioner of Personnel.

### **Special Requirement:**

A valid NYS Driver's License with a good driving record is required at the time of appointment and throughout the life of employment.

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

An incumbent in this position is responsible for assisting skilled technical service employees with the installation, repair, maintenance, and operation of all HVAC, plumbing, controls, electrical, and related systems located in County-owned buildings to insure efficient and reliable operation. The work is performed under the general supervision of the General Maintenance Supervisor and receives on-site direction from the HVAC Systems Technician, Electrician, or Carpenter. Some leeway is allowed for the exercise of independent judgment. Supervision of others is not a function of this class. The incumbent may be required to perform cleaning, maintenance and other related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists with the installation, maintenance, repair and operation of boilers, chillers, cooling towers, air conditioning systems, air handling systems, heat pumps, variable air volume systems, ventilation systems, ductwork, heat exchangers, air compressors, motors, pumps, control systems (pneumatic & direct digital control), computer hardware for control systems and all other associated HVAC equipment and components;
- Assists with the installation, maintenance, repair, and troubleshooting of plumbing systems including, but not limited to, storm water, sanitary drainage, water supply, and natural gas piping systems; plumbing fixtures, automatic sprinkler systems, backflow prevention devices, and other associated systems;
- Assists with the installation, maintenance, repair, and troubleshooting of a variety of electrical equipment including, but not limited to, generators, switchboards, panelboards, disconnects, signal equipment, storage battery systems, lighting circuits and fixtures, facility related wiring and associated equipment;
- Assists with the repair of steam, water, glycol, and refrigerant leaks on piping, valves, fittings, coils, etc.;
- Assists with the calibration and adjustment of pump controls, thermostats, sensors, damper motors, actuators, energy management panels, belts, and motors to adequately maintain building comfort levels throughout the heating and cooling seasons;
- Performs preventive maintenance to HVAC systems and auxiliary equipment by lubricating, changing oil, filters, belts, bearings, couplings, etc.;
- Checks buildings or areas of responsibility daily to insure building systems are operating satisfactorily;
- Performs semi-skilled work in HVAC, plumbing, electrical, carpentry, masonry, painting, and construction;
- Responds to maintenance work requests and customer complaints and inquiries;
- Identifies, suggests, and implements energy conservation measures;
- Tests and treats water used in air conditioning and boiler systems in order to prevent growth of fungi and bacteria, and control corrosion;
- Unclogs sinks, toilets, floor drains, roof vents, and piping using drain cleaning machines;
- Interprets mechanical and electrical schematics as needed.
- Acquires and maintains licenses or special knowledge to maintain specialized equipment as required;
- Performs on-call duties as needed, responding to system emergencies after hours and on weekends;
- Required to access crawl spaces, attics, mechanical rooms, tunnels, pits, sub basements, and confined and isolated areas;
- Maintains hand tools and other diagnostic equipment needed to perform job duties;
- Maintains shop, tools, and parts inventory and makes needs known to appropriate staff;
- Required to operate equipment and/or participate in snow removal and grounds maintenance operations;
- Performs other duties and responsibilities as assigned.

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

- Working knowledge of the installation, repair, maintenance, and operation of HVAC, plumbing, controls, and related systems;
- Working knowledge of the principles, practices, terminology, and safety precautions used in the operation and maintenance of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Working knowledge of the methods, materials, and diagnostic tools and equipment used in the operation, maintenance, and testing of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Working knowledge of refrigerant usage and safe storage practices;
- Working knowledge of the practices, tools, and terminology of the electrical, carpentry, and painting trades;
- Working knowledge of code and life safety, and as it relates to HVAC, electrical and plumbing work;
- Working knowledge of CMMS, and BAS applications;
- Ability to re-prioritize workload to accommodate schedules and other emergencies;
- Ability to understand and carry out oral and written directions;
- Ability to read and interpret technical manuals, wiring and piping schematics, mechanical and architectural plans, and specifications;
- Ability to work cooperatively and effectively with management and staff of the various county departments, service providers, vendors, and to deal with service requests courteously, tactfully, and professionally;
- Willingness to respond to emergencies;
- Ability to work under adverse conditions - risk exposure to asbestos, toxic vapors, heat, cold, height, and accumulated

dust;

- Dependability, initiative, resourcefulness, and good judgment are required;
- Physical condition commensurate with the demands of the position (i.e., ability to lift 70 lbs.);
- Ability to ascend and descend heights (i.e., climb stairs and ladders, personnel lifts, etc.) and have agility and freedom of movement;
- Ability to move easily in confined spaces. Must be able to wear a respirator;
- Ability to add, subtract, multiply, and divide as used in mathematical formulas;
- Possess strong customer service skills;
- Possess a working knowledge of computers.

Originally created 08/2002 – Maintenance Worker reclass.

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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