

# 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 Worker

**SALARY:** \$12.40 per hour

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 09/20/17

**THE FINAL DATE TO FILE APPLICATIONS:** 10/06/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/07/17

**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:**

The Newfield Central School has a full-time, non-competitive (no civil service exam) vacancy in the title of Maintenance Worker. This position is responsible for a variety of maintenance and grounds duties. Basic knowledge of plumbing, electrical and carpentry and ability to operate snow removal equipment necessary. Experience with grounds and maintenance of athletic fields a plus.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from High School or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in either maintenance work or general building construction or in one or more of the standard trades such as carpentry, plumbing, or electrical; **OR**
- (b) Four years of full-time paid (or the equivalent part-time and/or volunteer) experience in either maintenance work or general building construction work in one or more of the standard trades such as carpentry, plumbing, or electrical; **OR**
- (c) Possession of a certificate of completion in construction technology from a New York State accredited trade or technical school that provides instruction in the fields of carpentry, electrical, plumbing, HVAC or construction carpentry; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

### **SPECIAL REQUIREMENT:**

Possession of a valid NYS Driver's license to operate a motor vehicle at the time of application. Maintenance of such license for the duration of employment.

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

This is a broad class covering many types of recurring facilities maintenance work with responsibility for performing semi-skilled mechanical and other building maintenance tasks, and for assisting skilled workers in a variety of construction, maintenance, or repair work by performing the less skilled duties of the trade. Although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled techniques for any considerable portion of time. General instructions are received regarding routine jobs with detailed instructions on new, unusual, or difficult assignments. Work is performed under immediate or general supervision, depending upon the nature of the task or assignment. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Serves as a general handyman performing a variety of semiskilled duties;
- Checks building or area of responsibility as directed to insure building systems are operating (e.g., HVAC, elevators, lights, roof, doors);
- May install, maintain and replace locks, and orders or cuts keys; Performs semiskilled work in masonry, carpentry, electrical, HVAC, plumbing, or painting operations and construction work;
- Helps install and repair wiring systems and electric fixtures and equipment;
- Performs minor repairs on windows, doors, floors, ceilings, walls, roofs, and other parts of buildings; Does interior and exterior painting;
- Helps install and repair general plumbing equipment, such as sinks, toilets, and baths;
- Assists in cleaning and repairing boilers, cooling towers, heat pumps, air handling units, pumps, heaters, pipe lines, valves, traps, and other mechanical/ventilating systems;
- Removes snow and ice from building entrances, walks, driveways, pathways, steps, and parking lots; Makes deliveries, loads and unloads materials, and moves furniture and equipment;
- Picks up and hauls recyclables and trash;
- Fixes locks in emergency situations;
- Mixes mortar, plaster and concrete and assists in laying brick, plastering walls, and finishing concrete work;
- Depending upon location, may repair, rebuild, and refinish recreation or office equipment;
- Depending upon location, may assist in the conditioning and maintenance of athletic and recreation fields and areas;
- Operates trucks, snow plows, snow blowers, automobiles, air compressors, lifts and other motorized equipment;
- Assists a skilled mechanic and individually performs semiskilled repair work in connection with the repair, maintenance, and overhauling of motor equipment;
- May be called upon to take part in general grounds maintenance activities such as keeping grounds free of litter and debris, mowing, weed-eating, raking, reseeding, fertilizing, and trimming shrubbery;
- Participates in asbestos awareness, confined space, and lockout/tag-out training;
- Performs other semiskilled duties as necessary.

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

- Working knowledge of the common practices, tools, terminology, and safety precautions of one or more of the mechanical or construction trades;
- Ability to understand and carry out oral and written instructions;
- Ability to establish and maintain good interpersonal working relations;
- Ability to perform work requiring physical exertion such as lifting, digging, and repetitive motion; Ability to maintain simple written records or logs;
- Ability to identify potentially hazardous or unsafe conditions (e.g., asbestos, confined space, electrical hazards);
- Ability and willingness to follow safety policies (e.g., for PPE, asbestos, lockout/tag-out, confined space, MSDS, lifting);
- Ability to operate and/or maintain a variety of maintenance equipment (e.g., scaffolding, pumps, lifts), grounds keeping equipment (e.g., riding and walk-behind mowers, weed-eater, leaf blower, trimmers, chain saw, pressure washer), snow removal equipment (e.g., snow-blower, plow, spreader), and other vehicles (e.g., trucks, vans, dump trucks);
- Willingness to work outdoors in all weather conditions;
- Skill in the use of a variety of hand and power tools (e.g., hammer drill, table saw, jigsaw, circular saw, reciprocating saw, miter saw, grinder, sander, plane, router, welding equipment, drill press, radial arm saw);
- Mechanical aptitude;
- Manual dexterity;

- Initiative; thoroughness; dependability and good judgment are all required personal characteristics. The employee's physical and mental 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 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