



CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

ELECTRICIAN OPEN-COMPETITIVE EXAM NO. 88834010

APPLICATIONS ACCEPTED UNTIL:

May 22, 2025

EXAMINATION WILL BE HELD:

June 28, 2025

ACCEPTANCE OF APPLICATIONS: Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Applications must be submitted electronically through our online application program at <https://ithaca-portal.mycivilservice.com>. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

APPLICATION MATERIALS REQUIRED: A City of Ithaca application, copy of high school transcript, and copy of Class B Commercial Driver License (CDL).

VACANCIES: Currently, there is one (1) vacancy in the City of Ithaca Department of Public Works. The eligible list established as a result of this examination may be used to fill this vacancy and any future vacancies that may occur during the life of the eligible list.

RESIDENCY: There are no residency requirements for this exam. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

SALARY: \$64,775 - \$77,011

DISTINGUISHING FEATURES OF THE CLASS: The work involves the skilled and efficient installation, maintenance and repair of all electrical equipment, wiring and electrical systems for the City. As a journey-level electrician, the incumbent is responsible for assuring that all electrical installations under the Board of Public Works control are in safe operating condition and in compliance with the National Fire Protection Association, National Electrical Code, the National Fire Alarm and Signal Code, the New York State Manual on Uniform Traffic Control Devices, and the Manual on Uniform Traffic Control Devices issued by the United States Department of Transportation. The work is performed under the general supervision of the Assistant Superintendent of Public Works or a designated higher-level public works supervisor. General instructions are received regarding the tasks to be performed, with considerable leeway allowed for planning the details of each job. Working supervision may be exercised over the work of technicians or apprentices. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of experience as a journey-level electrician.

SPECIAL REQUIREMENTS:

1. Candidates must either obtain certification from the City of Ithaca as a Licensed Electrician within twelve (12) months of appointment, or possess a valid Electrician license comparable to a City of Ithaca Electrician license, and must maintain said license for the duration of employment.
2. Candidates must possess a New York State Class B Commercial Driver License (CDL), or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License, at the time of appointment and must maintain said license for the duration of employment.

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

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.

SCOPE OF THE EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

1. Basic principles of electricity

These questions test for knowledge of basic electrical principles including such areas as electric circuit wiring, grounding and insulation; relationships between voltage, current, and resistance in electrical circuits; characteristics of direct current and alternating current circuits; and properties of series and parallel electrical circuits.

2. Principles, practices, tools and equipment of the electrical trade

These questions test for knowledge of the principles and practices of the electrical trade, including such areas as tools and equipment used, proper electrical circuit wiring procedures, and appropriate methods of providing safe, efficient, and effective electrical service.

3. Plans, specifications and wiring diagrams

These questions test for knowledge of the purposes and proper use of various types of electrical system plans, specifications, and wiring diagrams; and for the ability to read and understand electrical system schematics, wiring diagrams, and written specifications.

4. Operation, maintenance and repair of street lights and electrical control systems

These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of street lighting systems; and may include such areas as the characteristics of various types of street lighting systems and street lamps; principles involved in locating and installing street lights; troubleshooting and repairing street light problems; control systems used for street lights and street lighting circuits; maintaining the visibility of street lights; and safe operating procedures.

5. Operation, maintenance and repair of traffic signals and electrical control equipment

These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of various types of traffic signals and related electrical control equipment; and may include such areas as the physical characteristics of traffic signals; proper electronic sequencing, control, and operation of traffic signals; operation of traffic detector circuits; and application of the standards of the New York State Manual of Uniform Traffic Control Devices to traffic signals.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

NOTE: Most Civil Service examinations do not require the use of a quiet, hand-held calculator or slide rule; however, candidates have the option of bringing a battery-operated or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:

_____ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Ithaca Human Resources/Civil Service Department before the test date.

_____ Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

TIME AND PLACE OF THE EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

VETERANS CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veterans credit are available from this office. Veterans credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veterans credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof of military service, and verification that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans credits.

ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty 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 a firefighter or police officer killed in the line of duty 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.

GENERAL INSTRUCTIONS AND INFORMATION

1. Falsification of any part of your employment application will result in disqualification.
2. Applicants must answer every question on the application and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must submit an application for each examination. If you are cross-filing for another examination to be held on the same date, please

Electrician Exam No. 88834010

Page 5

indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.

4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Ithaca Human Resources/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission
March 19, 2025

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.