

Project Manager I - Highway Tompkins County

Department: Highway
Classification: Competitive
Labor Grade: White Collar Grade 15
Approved: 6/2025
Revised: 5/12/91, 12/08; 6/2025
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: No later than the final filing date posted, the candidate must meet the following:

1. Graduation from an **ABET** accredited collegiate program, with an Associate's Degree in Engineering Technology, Engineering Science, or a related field **AND** at least three (3) years of experience specifically related to the construction and maintenance of highway infrastructure **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** at least eight (8) years of experience specifically related to the construction and maintenance of highway infrastructure **OR**
3. Any combination of training and experience equal to or greater than described above.

SPECIAL REQUIREMENT:

Must possess a valid New York State drivers' license with a clean driving record at time of Application and maintain such license for the duration of employment.

NOTE:

Preference in appointment may be given to candidates that possess an Engineer in Training or Land Surveyor-in-Training certificate. (Passed the NCEES six-hour FE or FS Examination).

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional position responsible for managing the Road Reconstruction activities and supporting infrastructure design, reconstruction, and maintenance functions of the Highway Department. Excellent communication and interpersonal skills are essential. Typical duties will include program planning, project scheduling, project design, field engineering and survey, monitoring cost effective and efficient productivity of labor and equipment resources. Incumbent will participate in various department programs, permitting, provide quality control, report writing, and record keeping. The work involves exposure to all kinds of weather conditions. The work is performed under the general supervision of the Highway Director or designee, with a high degree of autonomy. Supervision may be exercised over the work of subordinates. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Must maintain a cooperative working relationship with the public, consultants and staff;
- Applies principles of physics, mathematics, mechanics and materials to engineering problems.
- Ability to make difficult technical computations and compile engineering data;
- Ability to design moderately difficult engineering projects;
- Performs field surveys and uses CADD and GIS to generate base mapping and contract documents;
- Develops project designs, specifications and cost estimates;
- Participates in design and project management of in-house highway and bridge projects as needed;
- Uses computer programs, such as (but not limited to) EXCEL, MS WORD, CADD, Cartegraph or GIS as tools for design, planning and record keeping.
- Participates with engineering staff in the management of consulting firms performing design services for projects, including defining the scope, negotiating agreements, directing and monitoring the consultant's work to ensure adherence to budget and schedule, coordinating the activities of the consultant with County organizations, coordinating changes in the scope of the agreements and /or requests for supplemental agreements, and preparing performance evaluations of consultant;
- Oversees activities of consultants or contractors to ensure conformity to contract requirements including attendance, time on job, performance and the quantity and quality of work performed;
- Applies GIS, CADD and Cartegraph to manage departmental programs for pavement management and maintains written records of work performed and materials and labor used;
- Attends, participates in and/or conducts public meetings;
- Observes work in progress and ensures the work is progressing according to schedule, complies with plans, specifications, and in accordance with quality control and safety standards;
- Provides technical assistance to operations staff and Contractors, in the activities and tasks performed Provides departmental representation on work sites to resolve construction problems to implement any necessary field changes;
- Observes compliance with all work site safety policies, rules and regulations

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to clearly define a problem, develop possible solutions, and implement the selected solution;
 - Strong and effective oral and written communication skills;
 - Tact and mental alertness are required;
 - Good working knowledge of project management;
 - Ability to perform independently and carry out ~~difficult~~ multiple concurrent assignments;
 - Ability to plan, schedule, coordinate, and evaluate design, construction and maintenance programs;
 - Good knowledge of methods, materials, and terminology in the construction of road and bridges;
 - Good knowledge of geometric and structural road design methods and standard practices;
 - Good working knowledge of NYSDOT Standard Specifications;
 - Working knowledge of aggregates, asphalt emulsion products, cold mix asphalt concrete, and hot mix asphalt concrete pavements;
 - Good knowledge of traffic safety standards used in highway and bridge construction and maintenance;
 - Proficiency in the use of Computer Aided Design and drawings (CADD) and Graphical Information Systems (GIS);
-
- Ability to read and interpret plans and specifications, policies, rules and regulations;
 - Ability to perform land surveying tasks including field layout and deed research;
 - Proficient use Microsoft Office software suite or equivalent;
 - Ability to communicate clearly both orally and in writing;
 - Ability to read, write and analyze technical reports and records;
 - Ability to enforce rules and regulations;
 - Ability to interact with other county department staff in providing or assisting in requested services;
 - Ability to interact constructively and positively in daily assignments;
 - Ability to develop workers skills and promote training and development;
 - Willingness to respond to emergencies, work overtime and work in adverse weather;
 - Dependability, initiative, resourcefulness, tact and good judgement are required; ~~and~~

- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 6/2025

P145