

# 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:** Civil Engineer - Town of Ithaca

**SALARY:** \$29.91 2018-hire rate

**LOCATION:** Town of Ithaca

**TYPE OF EMPLOYMENT:** Full-time provisional pending examination.

**ISSUE DATE:** 12/01/17

**RESIDENCY WAIVED**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one full-time 40-hour per week opportunity available in the title of Civil Engineer - Town of Ithaca. This position will be located in the Town's Public Works Department. The appointment will be provisional pending the next civil service examination. Residency has been waived for the purpose of recruitment. All applicants will be invited to the examination, however, the town is requiring the selected candidate to become a resident of Tompkins or one of the six contiguous counties within six months of appointment. At the time of appointment from the list, preference may be given to Town of Ithaca residents in accordance with Section 23-4a of the NYS Civil Service law. The incumbent will design infrastructure projects such as water, sewer, storm water, highways and right-of-ways, parks and trails. The hours of work will be from 6:30 AM to 3:00 PM, Monday through Friday.

**MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State approved four-year college or university with a bachelors degree in Civil Engineering; **OR**
- (b) Graduation from a regionally accredited or New York State approved two-year college with an associates degree in Engineering Technology, Engineering Science, or a related field **AND** two years of experience as an engineering technician or other similar position involved with civil engineering work; **OR**
- (c) Graduation from high school or possession of high school equivalency diploma **AND** six years of experience as an engineering technician or other similar position involved with civil engineering work; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

**SPECIAL REQUIREMENT:**

The applicant must be eligible for a New York State motor vehicle operator's license at the time of application, possess such license at the time of appointment and maintain a valid driver's license for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a basic professional engineering position requiring the ability to apply principles of physics, mathematics, mechanics and materials to engineering problems. The work requires independent judgment in devising new methods and adapting standard procedures to meet unusual conditions. The work is performed under the general direction of a Senior Civil Engineer, with overall direction from the Director of Public Works. Supervision may be exercised over the work of subordinates. Attendance at evening meetings of various boards and committees of the Town may be required. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Conducts surveys for road, conduits, etc., map developed areas, and to run location lines for roads, conduits, etc;
- Conducts surveys to obtain data on drainage structures guide rail systems, traffic signing, etc.;
- Reviews and inspects storm water pollution protection plans submitted to Town;
- Supervises construction work on assignment;
- Keeps records of amount of work done and of changes in plans and specifications;
- Checks design computations and plans of other staff for routine errors;
- Works with engineering technicians and students engaged in design surveys and construction inspection;
- Supervises and instructs in the use of transits, levels and other surveying instruments;
- Drafts plans, topographical and cross-section maps and charts;
- Computes and estimates quantities of materials used for determining payments to contractors;
- Prepares bid documents for water, sewer, storm water, road projects and other projects as assigned;
- Completes State Environmental Quality Reviews for water, sewer, storm water and road projects;
- Reviews building permit applications, including representing the Town at meetings with applicants and boards.

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

- Good knowledge of the principles of civil engineering, physics and mathematics;
- Good knowledge of construction and engineering practices;
- Working knowledge of the codes, laws rules, regulations and procedures governing highway and bridge design and construction, and storm water compliance;
- Skill in the use of surveying and drafting instruments;
- Ability to use a computer and many types of software programs such as Microsoft Word, Excel, Access and a variety of mapping and engineering surveying software;
- Ability to design moderately difficult engineering projects;
- Ability to make difficult technical computations and compile engineering data;
- Ability to read and interpret engineering drawings and specifications;
- Ability to plan and supervise the work of others;
- Ability to operate a variety of surveying instruments (e.g., surveyor's level, theodolite);
- Ability to use drafting equipment;
- Ability to establish cooperative working relationships with contracts, the public, consultants, vendors, co-workers, and other department staff;
- Ability to perform activity requiring physical effort (walking, climbing or reaching);
- Ability to perform work requiring prolonged visual concentration;
- Resourcefulness, accuracy, alertness, good judgment;
- Physical condition commensurate with the demands of the position.

## 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.

**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