

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

TITLE: Water Resource Engineer

SALARY: \$70,000 commensurate with experience

LOCATION: Tompkins County Soil and Water Conservation Dist.

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 12/11/19

THE FINAL DATE TO FILE APPLICATIONS: 02/05/20

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 02/06/20

RESIDENCY WAIVED

MINIMUM QUALIFICATIONS:

The applicant must possess a license to practice as a Registered Professional Engineer – preferably in New York State. The applicant would also need to maintain that license throughout the life of employment with the Soil and Water Conservation District.

NOTE: If not currently licensed in New York State, candidate would be required to obtain a New York State Professional Engineer license within six months of appointment.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York state driver's license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position requiring knowledge of engineering theory and principals and the ability to apply this knowledge in evaluating and preparing plans, proposals, reports, designs, specifications and estimates for complex water related engineering projects. The incumbent in this position will be responsible for design, engineering approval and construction oversight of water related conservation projects including stream restoration/stabilization design around municipal and private infrastructure, municipal storm-water management and agricultural best management practice implementation. Other duties may include writing and editing technical sections of watershed wide management plans, public outreach and education, preparation of progress reports, and coordination and cooperation with involved agencies during project design. This position is afforded a high level of autonomy and considerable latitude to exercise independent judgment and decision making in carrying out assignments. This position works under the general supervision of the Conservation District Manager and works directly with consultants, contractors, and other staff to complete assigned tasks. Supervision and oversight of consultants, contractors and staff may be required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises geomorphic data collection, organization, and management; assist with data analysis and the compilation of results, conclusions and recommendations.
- Performs flood routing, storm water runoff, and hydraulic and hydrologic analyses on a watershed.
- Prepares design calculations, quantity estimates, and probable cost estimates for proposed projects.
- Researches permit requirements and work with staff, contractors, landowners and cooperators to obtain permits before project implementation
- Reviews shop drawings from contractors
- Approves designs for soil and water quality restoration projects on public and other private lands.
- Supervises construction of stream restoration projects and attend all project meetings.
- Cooperates with involved local, regional, state and federal government agencies on projects and permits.
- Edits technical sections of watershed wide management plans evaluating data collection techniques, quality assurance and quality control methodologies.
- Inspects the work of consultants and contractors.
- Prepares or directs the preparation of complex project designs, proposals, specifications, estimates and contract proposals for water quality related projects.
- Maintains engineering files including the proper organizing, authorizing and archiving of those files.
- Oversees contractor construction activities to ensure conformity to contract requirements including the quality of construction in adherence to predetermined schedules.
- Attends, participates in and/or conducts public meetings.
- Attend site visits with other staff prior to design implementation.

KNOWLEDGE, SKILLS, ABILITY AND PERSONAL CHARACTERISTICS:

- Through knowledge of the principles, practices, theories, and procedures of environmental, water resource and/or civil engineering, applicable to a Municipal or Soil and Water Conservation District setting.
- Thorough knowledge of geomorphic principles and practices.
- Ability to use hydrologic and hydraulic modeling software such as TR-55, TR-20, Streamstats, HY8, HEC-RAS and others that may apply to project design.
- Ability to utilize design and mapping software such as AutoCAD Civil 3d, Revit, and ArcGIS.
- Knowledge of local geography and ability to recognize different hydrologic regions and properties.
- Knowledge of grant application procedures and potential funding sources.
- Thorough knowledge of construction materials, methods, standards (NYSDOT, NRCS), and tests.
- Thorough knowledge of applicable codes, laws, rules, regulations, and policies governing and impacting on design and construction, applicable to a water resource setting.
- Skill in preparing, in final form, complex plans, designs, specifications, reports, contracts and narrative technical material.
- Skill in planning, scheduling, coordinating, and evaluating design, construction and maintenance programs.
- Ability to manage others well and delegate authority to skilled staff for larger projects.
- Ability to train other staff in methods of stream survey and data collection to produce desired results for designs.
- Ability to establish cooperative relationships with subordinates, public officials, staff, and representatives of contractors, consultants, and the public.
- Ability to communicate (verbal or written) detailed instructions to contractors, staff, project managers, landowners and the public.
- Ability to evaluate complicated proposals and designs and select the most practical plan of work accomplishment.
- Ability to establish project and work priorities.
- Ability to perform independently and carry out difficult assignments.
- Ability to use computers and technical instruments, requiring considerable precision, for administrative and design applications.
- Ability to perform activities requiring physical effort (walking, climbing, lifting up to 40 lbs. or reaching).
- Ability to perform work requiring prolonged visual concentration and considerable visual effort.
- Ability to be self-motivated
- Ability to be tactful and mentally alert to issues and problems as they arise.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee's physical condition shall be commensurate with the demands of the position, either with or without reasonable accommodations. The employee must have the physical ability to lift up to 40 lbs, walk long distances in rough terrain and be comfortable in and around flowing water to complete the work.

The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations.

Originally created August 9, 2017

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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