

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

PROMOTIONAL

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: DIRECTOR OF ENGINEERING (NCP)

EXAM NO: 74596

SALARY: \$96,033

EXAM DATE: 07/17/21

ISSUE DATE: 05/20/20

THE FINAL DATE TO FILE APPLICATIONS: 06/04/20

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/18/21

RESIDENCY WAIVED

THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Director of Engineering located at the Town of Ithaca. The eligible list resulting from this Non-competitive Promotion examination may be used to fill any full-time, part-time or temporary vacancy that may occur during the life of the eligible list.

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

SPECIAL REQUIREMENTS:

1. Possession of a New York State Professional Engineer's License at the time of appointment and maintained throughout appointment.
2. Take and subscribe the constitutional oath of office and file such in either the Town or County Clerk's office, before assuming duties.
3. Possess and maintain a valid NYS Driver's license and clear driving record throughout appointment.
4. Responsiveness to Town constituents and Town Board during emergencies and highly pressurized circumstances.
Salaried position available for emergency situations

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major administrative position responsible for directing the operation of the Town Engineering Department. The Director of Engineering is also responsible for managing the Town's water and sewer services, in coordination with the Director of Public Works. The employee may be appointed by the Town Board as the required designee "Town Engineer", which is responsible for providing professional engineering advice to the Town Board and other Town officials. Work is performed in accordance with the policies of the Town Board and requires considerable exercise of independent judgment especially as it relates to technical engineering issues for the planning, design and implementation of public works projects. General supervision is exercised over all activities of the department. Attendance at Town Board meetings is required, and attendance at Planning Board and Zoning Board of Appeals meetings is often required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs operations of the Town Engineering Department;
- Assigns, reviews and evaluates the work of principal subordinate staff;
- Supervises the preparation of plans, studies, & presentations for public works projects, including applications for funding;
- Directs development of the capital improvement program and projects for water and sewer systems and storm water management for approval;
- Participates in development of Capital Improvement program for general project approval;
- Collaborates with the Town Highway Superintendent on technical issues regarding public works, including appointment of technical staff;
- Acts as liaison between organized community groups, the Town and engineering and administrative personnel in other municipalities on public work projects of mutual interest;
- Coordinates joint projects with other governments or agencies;
- Provides technical oversight of the Town water & sewer system;
- Acts as technical advisor to the Town Board, Planning Board, Zoning Board of Appeals and staff from other departments on engineering related issues;
- Monitors compliance with Federal, State, and Town Laws, regulations, codes and policies;
- Directs preparation of documents, technical studies & reports on infrastructure elements such as water and sewer service, drainage, traffic, etc. for presentation to boards & committees;
- Prepares and monitors department and project budgets;
- Responsible for management of department records, documents, and equipment;
- Determines personnel requirements and is responsible for the appointment and discharge of staff in compliance with state law and local civil service rules and in conjunction with the Town Board;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principles, practices, and terminology of civil engineering;
- Thorough knowledge of the techniques and resources of engineering research;
- Thorough knowledge of the principles and practices involved in the operation and maintenance of water and sewer systems;
- Thorough knowledge of the principles and practices of storm water management and erosion and sediment control;
- Good knowledge of the modern methods and principles of construction and maintenance of public works;
- Ability to plan, organize, and coordinate complex and diverse phases of a public works program;
- Ability to perform engineering research and prepare reports;
- Ability to develop, read and interpret engineering drawings and specifications;
- Ability to communicate effectively, both orally and in writing;
- Ability to prepare operating budgets;
- Ability to plan and direct the implementation of large-scale public works projects;
- Ability to perform complex mathematical and engineering calculations;
- Ability to use personal computers for engineering and management applications;
- Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers and the general public;
- Ability to be firm, tactful, courteous and use good judgment;
- Ability to maintain confidentiality;

- Possession of high professional standards, good judgment, integrity and honesty;
- Physical condition commensurate with the demands of the position.

Originally created 1995

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Complete Scope of the examination and Expanded subtest descriptions:

1. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

2. Engineering plans, specifications and estimates

These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.

3. Construction, reconstruction and repair of streets, sewers, waterlines and other related structures

These questions test for knowledge of the engineering concepts, practices, testing procedures, materials and computations used in the installation, repair and upkeep of streets, curbs, sidewalks, abutments, retaining walls, sewage and water systems, and related appurtenances.

4. Building construction principles, practices and materials

These questions test for knowledge of the engineering concepts, computations, proper procedures and materials used in the design, construction and renovation of building facilities and may include such areas as structural members, walls, roofs, windows, doors, floors, foundations and electrical, plumbing and HVAC systems.

5. Principles of project management, including contracts, contract administration and construction economics

These questions test for knowledge of the concepts, terminology, proper procedures and computations used in the planning, scheduling and oversight of contractual agreements for public works projects, including economic and scheduling techniques such as cost/benefit analysis and the critical path method.

6. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

7. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

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>.

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