

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: Engineering Technician I

SALARY: \$28.17/ hour

TYPE OF EMPLOYMENT: Full time Monday-Friday 6:30 am -3:00pm

ISSUE DATE: 12/16/20

THE FINAL DATE TO FILE APPLICATIONS: 02/05/21

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 02/06/21

RESIDENCY WAIVED

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in engineering or construction related fields; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time) experience in design, inspection, construction, utility, survey and/or other related construction type projects; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENTS:

Required to possess and maintain a valid New York State Driver's License to operate a motor vehicle.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position provides technical support and research assistance for Public Works projects including highway, water, sewer, parks and other engineering projects. An employee in this position utilizes numerous surveying and Auto CAD skills while performing field and office duties. Assists in development, implementation, maintenance, and the monitoring of compliance with regards to Public Works projects. Work is performed under the direct supervision of the Director of Engineering, in coordination with the Water/Sewer Maintenance Supervisor, with field leadership provided by the Senior Engineering Technician and technical oversight by any Engineering staff member. May be assigned to work with other staff and/or interns on specified projects. The incumbent will perform all related duties as assigned.

TYPICAL WORK ACTIVITIES:

- Performs utility mark outs for water, sewer and storm sewer infrastructure;

- Performs construction inspection to ensure proper implementation of plans, specification, regulations and codes;
- Prepares as-built drawings of Public Works and Engineering projects, updates or creates curb card drawings and easement drawings utilizing AutoCAD and GIS software;
- Performs all types of data collection and surveys including construction, property, topographic, traffic, route, and hydrographic;
- Prepares existing conditions plans;
- Performs sign inventories and maintains database;
- Performs basic engineering computations and research, with the assistance of the Engineering staff;
- Aids in the instruction of use of transits, levels and other surveying instruments;
- Attends training as assigned or requested.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the practices and principles of engineering and construction;
- Working understanding of the instruments and materials used in engineering and construction projects;
- Good knowledge of survey and engineering terminology;
- General knowledge of rules, regulations and codes pertaining to engineering projects;
- Ability to read and understand engineering drawings and specifications;
- Ability to perform surveys including but not limited to photogrammetric, construction, property, topographic, traffic, route, and hydrographic;
- Ability to understand and interpret complex oral and written information;
- Ability to use microcomputers and engineering software programs;
- Ability to establish cooperative working relationships with contractors, the public, consultants, vendors, co-workers, and other department staff;
- Ability to work in all kinds of weather conditions and perform office related work;
- Ability to document construction projects as they proceed;
- The employee's physical condition shall be commensurate with the demands of the position either with or without reasonable accommodations.

Originally Created 5/93

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