

# **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 I

**SALARY:** \$39.93/hour Hire rate- \$43.40/hour Work rate

**TYPE OF EMPLOYMENT:** Full time

**ISSUE DATE:** 04/12/22

**THE FINAL DATE TO FILE APPLICATIONS:** 09/05/22

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/06/22

**RESIDENCY WAIVED**

Posted Until filled

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate**

(a) Graduation from an **ABET** accredited four-year college or university with a Bachelor's Degree in Civil Engineering or a related field, **AND**

1. Four (4) years of full-time paid experience in civil engineering design position related to construction and maintenance of highway infrastructure, or equivalent scope in project management, with a minimum of one (1) year of staff supervision experience; **AND**
2. Possess New York State Professional Engineer (P.E.) license, **OR**
3. Possess a Professional Engineer (P.E.) license from another state with the ability to obtain a New York State P.E. license within 6 months of employment.

(b) Any combination of education, training and experience in equal to or greater than specified above.

**SPECIAL REQUIREMENT:**

Must possess at the time of appointment a valid New York State drivers' license with a clear driving record and maintain it for the duration of employment.

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

**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 cost estimates for complex engineering projects. The incumbent in this position must evaluate the condition of highways, bridges, and related structures to determine repair, replacement, and rehabilitation needs. The ability to elect a project direction from a wide variety of alternatives and provide the most effective and efficient plan of work is required. 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 Highway Director and works directly with consultants, contractors, and other staff to complete assigned tasks. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Participates in design and project management of in-house highway and bridge projects as needed;
- Develops design criteria and budgets for highways and bridges construction and maintenance;
- Develops solutions to complex highway and/or bridge construction problems;
- Oversees, prepares and develops project feasibility studies (including economic analysis), prepares permit documents for submission to regulatory agencies;
- Prepares or directs the preparation of complex project designs, proposals, specifications, estimates and contract proposals;
- Develops quality control requirements and quality assurance programs to assure that designs and materials used in projects meet the specified requirements;
- Oversees contractor construction activities to ensure conformity to contract requirements including the quality of construction in adherence to predetermined schedules;
- Performs project inspections;
- Management of all phases of Federal Aid projects related to highways and bridges;
- Manages consulting firms performing design services for projects. This includes defining the scope, negotiating agreements, directing and monitoring the consultant's work to ensure adherence to budget and schedule, coordinating consultant activities with County organizations, coordinating changes in the scope of the 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;
- Supervises, coordinates, inspects, and has oversight responsibilities of the work of consultants and contractors;
- Prioritizes projects and project activities for Federal Aid and projects;
- Participates in preliminary and final review of complicated project proposals;
- Reviews contract documents and submittals for conformance with agency policies and standards;
- Must possess a high level of interpersonal skills to understand conflicts and to motivate or influence staff consultants to come to conclusion on difficult matters or conflicting issues;
- Organizes, supervises and coordinates the work of consultants, and assigned support staff;
- Attends, participates in and/or conducts public meetings;
- Works directly with officials and administrators of other municipalities on projects as needed;

#### **KNOWLEDGE, SKILLS, ABILITY AND PERSONAL CHARACTERISTICS:**

- Performs independently and able to complete difficult assignments;
- Strong and effective oral and written communication skills.
- Tact and mental alertness are required.
- Initiative and resourcefulness in problem solving;
- Thorough knowledge of project management;
- Demonstrated knowledge of the principles of supervision;
- Ability to perform work requiring prolonged visual concentration and considerable visual effort;
- Ability to establish cooperative relationships with subordinates, public officials, staff, and representatives of contractors, consultants, and the public;
- Ability to establish project and work priorities;

- Thorough knowledge of the principles, practices, theories, and procedures of engineering. applicable to a municipal setting;
- Knowledge of applicable codes, laws, rules, regulations, and policies governing and impacting on design and construction, applicable to a municipal setting;
- Ability to plan, schedule, coordinate, and evaluate design, construction and maintenance programs;
- Thorough knowledge of construction materials, methods, standards ( NYSDOT ), and tests;
- Ability to evaluate complicated proposals and designs and select the most practical plan of work accomplishment;
- Ability to prepare, in final form, complex plans, designs, specifications, reports, contracts and narrative technical material;
- Ability to use computer software for administrative and design applications requiring considerable precision, for administrative and design applications;
- May be exposed to considerable risk of minimal injury and/or some risk of moderate injury visiting structures and construction sites;
- Ability to perform activities requiring physical effort (walking, climbing or reaching);
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 3/2022

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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.

**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