

**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:** Project Manager II - Facilities

**SALARY:** 36.92 work rate

**TYPE OF EMPLOYMENT:** Full

**ISSUE DATE:** 12/02/22

**THE FINAL DATE TO FILE APPLICATIONS:** 02/26/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 02/26/23

**RESIDENCY WAIVED**

Hire rate \$34.00 after 9 months working rate-\$36.92

**MINIMUM QUALIFICATIONS:** No later than the final filing date posted, the candidate must meet the following:

1. Graduation from an regionally accredited or New York State registered four-year college or university, with a Bachelor's Degree in Civil Engineering, Construction Management, Facilities Engineering or a related field **AND** at least four (4) years of experience specifically related to facilities engineering, maintenance, operations, and construction management of public, commercial, or institutional buildings; **OR**
  2. Graduation from a regionally accredited or New York state registered two year college with an Associates degree in Engineering Technology, Construction Management, Construction Engineering Technology, Engineering Science, or a related field **AND** at least six (6) years of experience specifically related to facilities engineering, maintenance, operations, and construction management of public, commercial, or institutional buildings; **OR**
- c. Any combination of training and experience equal to or greater than described 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.

Must obtain NYS Code Enforcement Official certification within eighteen (18) months of appointment

PMI certification desired but not essential.

**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 responsible for managing facilities capital activities and supporting building design, renovation, major repair, construction, and maintenance functions of the Facilities Department. Typical duties will include program planning, project/construction management, project scheduling, project design, field engineering, construction administration, construction inspection, monitoring cost effective and efficient productivity of labor and equipment resources. Incumbent will participate in various department programs, permitting, provide quality control, report writing, and record keeping. The work involves exposure to all kinds of weather conditions. The work is performed under the general supervision of the Director of Facilities or designee, with a high degree of autonomy. Supervision may be exercised over the work of subordinates. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Must possess a high level of interpersonal skills to understand conflicts and manage staff;

Must maintain a cooperative and collaborative working relationship with the building occupants, consultants, and staff;

Performs construction management activities on building construction contracts, oversees contractor construction activities to ensure project completion within budget and on schedule, and conformity to contract requirements including the quality of construction in adherence to predetermined schedules. Construction management activities include but are not limited to, bidding processes, proposal requests, change orders, pay applications, monitoring construction testing, design interpretations, field inspections, job meetings, progress schedule updates, submittal reviews and approvals, and certifying project completion for code compliance;

Provides technical assistance to operations staff and Contractors, in the activities and tasks performed;

Provides departmental representation on work sites to resolve construction problems to implement any necessary field changes;

Prepares Requests for Qualifications or Requests for Proposals for all types of professional services;

Plans, organizes, arranges, coordinates and conducts the interview and selection process for consultants;

Prepares and facilitates the review, approval, and execution of agreements for professional services and contracts for construction ; Participates in the management of consulting firms performing design services for projects, including defining the scope, negotiating agreements, directing and monitoring the consultant's work to ensure adherence to budget and schedule, coordinating the activities of the consultant with County organizations, coordinating changes in the scope of the agreements and /or requests for supplemental agreements, and preparing performance evaluations of consultants;

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;

Performs building condition assessments and surveys, and can use CADD and/or Revit to generate contract documents;

Prepares work schedules and estimates of cost, material, equipment, and resources for major maintenance, repair, renovation, and building improvement projects for approval by Director of Facilities;

Participates in design and project management of in-house facilities projects as needed;

Assists the Director of Facilities with New York State Code Enforcement duties for Tompkins County facilities. Performs inspections of facilities in accordance with the policies and procedures of the State and County, and suggests remedial action for

conformance;

Uses computer programs, such as (but not limited to) EXCEL, MS WORD, Microsoft Project, or CADD and Revit as tools for project management, planning, design, reporting, and record keeping.

Uses of job costing software to track and manage capital project expenses and to see that projects stay within the cost targets and objectives set by the Director of Facilities;

Applies CADD or Revit to manage departmental programs for building improvements and maintains written records of work performed and materials and labor used;

Attends, participates in and/or conducts project and stakeholder meetings;

Observes compliance with all work site safety policies, rules and regulations;

Maintains and is steward of plan room, library, and Laserfiche documents (i.e., plans, specifications, studies, O&M manuals, as-built drawings, etc.);

Applies principles of physics, mathematics, mechanics and materials to engineering problems.

Ability to make difficult technical computations and compile engineering data;

May represent the Deputy Director of Facilities in facilities related matters.

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

Strong and effective oral and written communication skills; Tact and mental alertness are required;

Good knowledge of project management;

Ability to perform independently and carry out difficult assignments;

Ability to plan, schedule, coordinate, and evaluate design, construction and maintenance programs;

Good knowledge of methods, materials, and terminology in the construction of buildings; Good knowledge of building design methods and standard practices;

Working knowledge of NYS Building Codes and MasterSpec Specifications;

Good knowledge of building safety standards used in building construction and maintenance;

Proficiency in the use of Computer Aided Design and drawings (CADD and/or Revit);

Ability to read and interpret plans and specifications, policies, rules and regulations;

Proficient use Microsoft Office software suite or equivalent;

Ability to communicate clearly both orally and in writing; Ability to read, write and analyze technical reports and records; Ability to enforce rules and regulations;

Ability to interact with other county department staff in providing or assisting in requested services; Ability to interact constructively and positively in daily assignments;

Ability to develop workers skills and promote training and development;

Willingness to respond to emergencies, work overtime and work in adverse weather; Dependability, initiative, resourcefulness, tact and good judgement are required; Physical condition shall be commensurate with the demands of the position.

Ability to lift and carry fifty (50) pounds;

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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