TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity

OPEN TO THE PUBLIC
Tomkins 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:  Senior Civil Engineer

SALARY:  $40.05 per hour - $83,304 annual

TYPE OF EMPLOYMENT:  full time

ISSUE DATE:  07/29/24

THE FINAL DATE TO FILE APPLICATIONS:  08/19/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:  08/20/24

RESIDENCY WAIVED

Senior level Civil Engineer position working on municipal infrastructure projects and infrastructure review of Planning Board developments.

If applicant has a Professional Engineer license then at a higher rate of pay.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor’s degree in Civil Engineering AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in civil engineering or construction management; OR
2. Graduation from a regionally accredited or New York State registered two-year college with an associate’s degree in Engineering, Engineering Technology, Highway Technology or a related field AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in civil engineering or construction management; OR
3. Graduation from high school or possession of a high school equivalency diploma and six years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in civil engineering or construction management; OR
4. Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

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

SPECIAL REQUIREMENTS:

Required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This is a moderately experienced engineering position designing, preparing plans and specifications, and coordinating engineering projects and activities. Performs inspections and prepares cost estimates. Work is performed in the office and occasionally at work sites under the general supervision of the Director of Engineering with moderate leeway allowed for the use of independent judgment in carrying out work actives. Coordination of projects may be exercised over Civil Engineer and other subordinate
technical staff, which may include laying out tasks, giving instructions in required procedures and making such checks on completion of work as are necessary to insure proper performance. Problems are discussed with the Director of Engineering. Attendance at evening meetings of various Boards and committees of the Town may be required. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Designs engineering projects and prepares plans and specifications, and contract documents for water, sewer, highway, drainage, and related construction and improvements;
- Assists with the Coordination of deed and easement filing;
- Negotiates, obtains, and files easements and R.O.W.’s for public works projects;
- Performs field survey work for town infrastructure work projects;
- Prepares cost estimates for work projects;
- Performs on-site inspections of work in progress and completed projects;
- Collaborates work projects with other relevant departments and personnel;
- Responds to residents’ complaints on water, sewer, storm water and road problems, ensuring corrective action as needed;
- Assists with preparing plans and reports on capital projects;
- Assists in working with representatives from other municipalities on projects of mutual interest;
- Assists in the selection of department equipment;
- May supervise subordinate engineering staff, including the recruitment and evaluation of student interns;
- Conducts long-range studies to determine future highway, water, sewer, storm water and parks projects and capital projects;
- Conducts investigations and studies on accidents, culverts and bridge waterways, soil investigations and studies for proposed highway improvements;
- May coordinate the maintenance of engineering office records;
- Prepares reports on activities.
- May provide emergency response to evaluate and assist in diagnosis and repair/correction of problems/failures in municipal infrastructure;
- Availability for 24-hour emergency response.

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

- Good knowledge of the principles and practices of civil engineering and the sources of engineering information;
- Good knowledge of modern methods and techniques as applied to highway and bridge construction;
- Good knowledge of the codes, laws, rules, regulations and procedures governing highway and bridge design and construction;
- Skill in conducting engineering research work and in writing technical reports of such studies;
- Ability to use personal computers for engineering applications;
- Ability to perform complex mathematical and engineering calculations;
- Ability to supervise a small subordinate staff;
- Ability to operate a variety of surveying instruments (e.g., surveyor’s level, theodolite);
- Ability to perform activities requiring physical effort (walking, climbing or reaching);
- Ability to perform work requiring prolonged visual concentration;
- Ability to establish cooperative relationships with contractors, consultants, the public, vendors co-workers and other staff of the department;
- Ability to organize, plan and lay out working details of engineering projects;
- Ability to obtain the cooperation and support of others;
- Initiative and resourcefulness in the solution of engineering problems;
- Tact and mental alertness;
- The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.
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.