

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: DIRECTOR OF ENGINEERING

SALARY: \$114,254 / salary

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 06/12/25

THE FINAL DATE TO FILE APPLICATIONS: 07/10/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/11/25

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

The Director of Engineering is responsible for directing the operation of the Engineering Department which includes managing the Town's public works capital projects, in coordination with the Director of Public Works. The employee is 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, managing MS4 Storm water Management program, and stamping plans, studies and construction documents.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering, engineering science, architecture, construction management or a related field with a minimum of four (4) years' experience in a related field, with at least two (2) years in a supervisory or management position; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an associate degree in engineering, engineering science, architecture, construction management or a related field with a minimum of six (6) years' experience in a related field, with at least two (2) years in a supervisory or management position; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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 Driver's license and maintains a good driving record throughout appointment.
4. Responsiveness to Town constituents and Town Board during emergencies and highly pressurized circumstances. Salaried position available for emergency situations.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major managerial position responsible for directing the operation of the Town Engineering Department. The Director of Engineering is also responsible for planning, managing, supervising and directing the Town's public works capital projects 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 and is responsible for approving and sealing/ stamping plans, studies, construction documents, etc.;

Assigns, reviews and evaluates the work of subordinate staff and provides mentorship for their professional growth;

Direct and supervise the preparation of documents, technical studies & reports on infrastructure elements such as water and sewer systems, drainage, traffic, etc. for presentation to boards & committees and including applications for funding;

Directs development of the capital improvement program and projects for water, sewer, roads, parks and storm water management;

Participates and may lead the development of Capital Improvement program for general project approval;

Collaborates with the Director of Public Works/ Town Highway Superintendent on technical issues regarding public works, including appointment of technical staff;

Reviews and approves development projects within the town in accordance with local, state, and federal requirements including local laws and stormwater regulations;

Manages Stormwater Management programs and assures compliance with NYS MS4 permit requirements;

Prepares construction contract documents, cost estimates, time schedules, and materials specifications for town projects;

Manages, tracks budget and advises town hired consultants and contractors;

Coordinates joint projects with other governments or agencies;

Provides technical oversight of the Town utilities and road network;

Acts as liaison between organized community groups, the Town and engineering and administrative personnel in other municipalities on public work projects of mutual interest;

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;

Prepares and monitors department and project budgets;

Meets with public, elected officials and appointed officials regarding public works activities and strategies, project reviews, intermunicipal agreements, consultant contract administration, etc;

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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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-FILED - 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