

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: County Highway Director

SALARY: \$115,585.60 Hire rate \$121,659.20 Work rate

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 07/23/25

THE FINAL DATE TO FILE APPLICATIONS: 08/24/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/25/25

RESIDENCY WAIVED

Please submit a cover letter and resume

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in civil engineering, construction management, business management or public administration AND eight years of progressively responsible experience in construction and/or maintenance of roads, bridges, and rights-of-way, of which at least three (3) years shall have been in a management or supervisory capacity on highway or bridge construction projects including responsibility for project budgeting; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in construction technology AND ten years of progressively responsible experience in construction and/or maintenance of roads, bridges, and rights-of-way, of which at least three (3) years shall have been in a management or supervisory capacity on highway or bridge construction projects including responsibility for project budgeting; **OR**

(c) High School diploma or GED and 12 years of progressively responsible experience in construction and/or maintenance of roads, bridges, and rights-of-way, of which at least three (3) years shall have been in a management or supervisory capacity on highway or bridge construction projects including responsibility for project budgeting;

SPECIAL REQUIREMENTS:

The candidate must obtain a New York State Class D Driver's License within thirty days of appointment and maintain a valid license for the duration of employment.

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County within a reasonable period of time from the date of appointment. Waiver of residency requirements subject to approval of the County Administrator with written notice to the County Legislature.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for the administration and coordination of all activities of the Highway Department, including the division of Weights and Measures. As a key steward of the County's highway and bridge infrastructure, the Director is responsible for managing all aspects of a contemporary, customer-sensitive highway operation including planning, design, in-house and contracted road and bridge maintenance and construction, snow and ice removal, and administrative services that support these core functions. The County Highway Director is required to understand and manage the network of county highways and bridges as a part of a transportation system that is integrated with State and local highways and other modes of transportation. The Director is also responsible for oversight and enforcement of State laws, rules and regulations as they relate to weights and measures. Responsibilities involve frequent interaction with local municipal and State highway officials and State Department of Agriculture and Markets officials. The Director must effectively communicate with multiple audiences, including staff, managers, legislators, business owners and the public. The position requires substantial administrative, construction management, budgeting, labor management, project management, program planning, communication, and public relations skills. An incumbent in this class is required to exercise considerable independent judgment when planning, coordinating and delegating work projects.

The work is currently performed under the general direction of the County Administrator in accordance with established policies, procedures, and applicable state laws. The County Highway Director provides direct supervision to immediate subordinates and general supervision to all other employees of the division. The incumbent is expected to foster a supportive, collaborative, inclusive, and diverse work environment utilizing modern management techniques to improve the efficiency and effectiveness of the County Highway program. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Prepares and recommends to the County Administrator policies and procedures for management of County roads and bridges and weights and measures functions;

Prepares the Department's budget, including the Weights & Measures Division;

Directs the development and implementation of the Five Year Capital Program as it relates to the construction or improvement of County roads and bridges and the equipment needed for the department to maintain a modern, safe and efficient fleet;

Directs the development of an annual highway work plan that implements projects included in the Capital Program and also designates all highway and bridge repairs and improvements planned for implementation in the upcoming year;

Contracts for engineering and other necessary technical counsel with the approval of the County Legislature and within appropriated amounts;

Directs the development of plans and specifications, advertising, bidding, awarding, and constructing of highways and bridges;

Interacts with state and federal highway officials and funding agencies to maximize opportunities to secure state and federal financial participation in highway and bridge projects;

Oversees the management of all Department projects to ensure all aspects of all projects are undertaken on a timely basis, within budget, and with quality;

Establishes specifications, standards, policies, and procedures for road and bridge improvements, design and construction, utility relocation, and other matters concerning County highways and bridges

Coordinates and/or performs annual inspection of the work performed on county highways and bridges;

Recommends and implements appropriate cost accounting and reporting systems for managerial review and control of the Department's activities;

Enforces and administers the County's Road Preservation Law;

Receives and responds to public concern over highway and bridge facilities, weights and measures;

Identifies and implements training opportunities for staff, and maintains a system of annual employee performance reviews, as a means to improve quality and enhance career development;

Approves and is responsible for the implementation of plans for snow removal and ice control;

Confers with State and local officials on highway problems within the County;

Coordinates the development of and approves the specifications for the purchase of equipment and materials;

Coordinates shop duties required for maintenance and service of highway and inter-county department fleet vehicles;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices involved in the initiation, planning, coordinating and development of highway maintenance programs and projects;

Comprehensive knowledge of the principles and practices of administration to include budgeting, personnel administration, project management, program reporting and communication, and supervising principles and techniques;

Comprehensive knowledge of modern principles and practices involved in the construction and maintenance of highways and bridges;

Thorough knowledge of Highway Law as well as all applicable codes, rules, regulations, and policies governing the County highways and bridges;

Demonstrated ability to provide leadership in a diverse workforce, cultivating respectful, inclusive and safe environments;

Ability to anticipate the future needs of the public as they apply to the development of long-range maintenance and construction programs;

Ability to interpret and effectively implement complex oral and written information in ways that are accessible for diverse audiences;

Effective communication and interpersonal skills to develop and foster strong relationships with a variety of stakeholders including the public, County departments, contractors, consultants, and governmental and private agencies;

Ability to gather, organize and analyze data for fiscal, evaluative and strategic planning purposes, utilizing inclusive practices to ensure equity in decision making

Sound professional judgment, dependability, initiative, and resourcefulness;

Demonstrated ability to be tactful, courteous, accountable and integral;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

Originally Created 01/01/89

C56.doc

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