

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: Project Manager I - Highway

SALARY: \$37.95

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 07/30/25

THE FINAL DATE TO FILE APPLICATIONS: 08/29/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/29/25

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.

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

1. Graduation from an **ABET** accredited collegiate program, with an Associate's Degree in Engineering Technology, Engineering Science, or a related field **AND** at least three (3) years of experience specifically related to the construction and maintenance of highway infrastructure **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** at least eight (8) years of experience specifically related to the construction and maintenance of highway infrastructure **OR**
3. Any combination of training and experience equal to or greater than described above.

SPECIAL REQUIREMENT:

Must possess a valid New York State drivers' license with a clean driving record at time of Application and maintain such license for the duration of employment.

NOTE:

Preference in appointment may be given to candidates that possess an Engineer in Training or Land Surveyor-in-Training certificate. (Passed the NCEES six-hour FE or FS Examination).

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.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional position responsible for managing the Road Reconstruction activities and supporting infrastructure design, reconstruction, and maintenance functions of the Highway Department. Excellent communication and interpersonal skills are essential. Typical duties will include program planning, project scheduling, project design, field engineering and survey, 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 Highway Director 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 maintain a cooperative working relationship with the public, consultants and staff;
- Applies principles of physics, mathematics, mechanics and materials to engineering problems.
- Ability to make difficult technical computations and compile engineering data;
- Ability to design moderately difficult engineering projects;
- Performs field surveys and uses CADD and GIS to generate base mapping and contract documents;
- Develops project designs, specifications and cost estimates;
- Participates in design and project management of in-house highway and bridge projects as needed;
- Uses computer programs, such as (but not limited to) EXCEL, MS WORD, CADD, Cartegraph or GIS as tools for design, planning and record keeping.
- Participates with engineering staff 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 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;
- Applies GIS, CADD and Cartegraph to manage departmental programs for pavement management and maintains written records of work performed and materials and labor used;
- Attends, participates in and/or conducts public meetings;
- Observes work in progress and ensures the work is progressing according to schedule, complies with plans, specifications, and in accordance with quality control and safety standards;
- 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;
- Observes compliance with all work site safety policies, rules and regulations

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to clearly define a problem, develop possible solutions, and implement the selected solution;
 - Strong and effective oral and written communication skills;
 - Tact and mental alertness are required;
 - Good working knowledge of project management;
 - Ability to perform independently and carry out ~~difficult~~ multiple concurrent assignments;
 - Ability to plan, schedule, coordinate, and evaluate design, construction and maintenance programs;
 - Good knowledge of methods, materials, and terminology in the construction of road and bridges;
 - Good knowledge of geometric and structural road design methods and standard practices;
 - Good working knowledge of NYSDOT Standard Specifications;
 - Working knowledge of aggregates, asphalt emulsion products, cold mix asphalt concrete, and hot mix asphalt concrete pavements;
 - Good knowledge of traffic safety standards used in highway and bridge construction and maintenance;
 - Proficiency in the use of Computer Aided Design and drawings (CADD) and Graphical Information Systems (GIS);
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- Ability to read and interpret plans and specifications, policies, rules and regulations;
 - Ability to perform land surveying tasks including field layout and deed research;
 - 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; ~~and~~
 - The employee's physical condition shall be commensurate with the demands of the position.

Originally created 6/2025

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