

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: Engineering Technician III - Tompkins County

SALARY: \$32.08

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: 08/30/25

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:

1. Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Engineering Technology, or related field **AND** four years of full time paid (or the equivalent part-time and/or volunteer) broadly based experience in the design and construction of transportation or utility projects, to include surveying, mapping and use of computer aided design graphics (CADD) and/or database applications (GIS), with at least two years of which must have been in a supervisory capacity; **OR**
2. 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) broadly based experience in the design and construction of transportation or utility projects, to include surveying, mapping and use of computer aided design graphics (CAD) and/or database applications, with at least two years of which must have been in a supervisory capacity; **OR**
3. Any combination of training and experience in a related field equal to or greater than described above.

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

SPECIAL REQUIREMENTS:

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.

DISTINGUISHING FEATURES OF THE CLASS:

This position requires considerable contact with the public, provides technical support, field support, designs, project management, and research assistance as required for all types of highway, bridge and engineering other highway related projects. Ability to utilize numerous skills related to surveying, engineering, highway construction and maintenance, project design, project management, construction inspection, record-keeping, relevant computer software applications (CADD / GIS) to support various County infrastructure projects.

Assists in development, implementation, maintenance, and the monitoring of compliance for highway related projects. Work is performed under the direct supervision of the County Highway Director or designee. The incumbent may lead small groups of employees and contractors at a job site. Strong inter-personal skills, resourcefulness, initiative, good judgment and tact are required to successfully communicate and interact with staff, contractors, vendors, other municipal officials, and residents.

Although supervision of others is not a primary function of this position, the incumbent may be called upon to supervise work projects, work groups, and to provide technical supervision and training to departmental staff. The incumbent will perform all related duties as assigned.

TYPICAL WORK ACTIVITIES:

- Inspects and evaluates conditions of infrastructure;
- Manages and develops work plans from highway pavement management system; Serves as a highway representative on various teams or work groups;
- Monitors compliance with respect to rules, regulations, codes and contracts;
- Development of budgets and schedules for Engineering highway and related projects; Plans and performs all types of surveys including photogrammetric, construction, property, topographic, traffic, route, and hydrographic;
- Develops and coordinates agreements with landowners for highway work outside of the established right-of-way;
- Performs and coordinates construction inspection to ensure proper implementation of plans, specification, regulations and codes;
- Performs and coordinates material and construction testing in the field and/or laboratory;
- Prepares and plans for highway infrastructure projects including work orders, designs, drawings, and other related information;
- Performs coordinating Engineering computations and design all duties under general supervision of the Director of Engineering, County Highway Director or designee;
- Provides technical assistance for all highway department projects;
- Manages and applies relevant computer programs to project, develop, and monitor highway and related projects.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices and principles of engineering, highway maintenance, and construction;
- Good understanding of the instruments and materials used in engineering and construction projects; Good knowledge of survey and engineering terminology;
- Good knowledge of rules, regulations and codes pertaining to engineering projects; Ability to read and understand engineering drawings and specifications;
- Ability to formulate schedules;
- Ability to perform surveys including but not limited to photogrammetric, construction, property, topographic, traffic, route, and hydrographic;
- Ability to perform material and construction tests in the field and laboratory; Ability to understand and interpret complex oral and written information;
- Thorough knowledge and ability to use computers and highway engineering software (CADD) programs;
- Thorough knowledge and ability to use mapping, database and related software (GIS) necessary to design, develop and maintain the department GIS program, web sites and applications;
- 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