

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: Deputy Highway Director

SALARY: 50.51

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 10/02/25

THE FINAL DATE TO FILE APPLICATIONS: 10/16/25

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:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in civil engineering, construction management, business management or public administration **AND** four years of full time paid broadly based experience in the design and/or construction of building projects, paving projects, and/or heavy highway projects; at least two years of which must have been in a management or supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in civil engineering, construction management, construction technology, business management or public administration **AND** six years of full time paid broadly based experience in the design and/or construction of building projects, paving projects, and/or heavy highway projects; at least two years of which must have been in a management or supervisory capacity; **OR**

(c) Graduation from High School or possession of a high school equivalency diploma **AND** eight years of full time paid broadly based experience in the design and/or construction of building projects, paving projects, and/or heavy highway projects; at least two years of which must have been in a management or supervisory capacity; **OR**

(d) Any combination of education, training and experience equal to or greater than that specified in (a), (b), and (c) above as determined by the Commissioner of Human Resources.

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

SPECIAL REQUIREMENTS:

Candidates must possess a valid New York State class D driver's license at the time of appointment and maintain such license for the duration of employment.

The Deputy's Highway Director's term of office will parallel that of the Highway Director and, per Section 102-a of NYS Highway law, the incumbent will serve at the pleasure of the Highway Director.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management and engineering position focused on highway and bridge project planning, design, management, and construction. The maintenance of high standards of quality assurance and control is a significant element of the position. The incumbent is responsible for the efficient utilization of Highway staff, consultants, contractors, materials, and equipment in coordinating the planning, inspection, design, engineering, surveying, construction, and maintenance of county highways and bridges. The position involves a great deal of contact with design/engineering consultants, contractors, state and federal highway officials and funders, vendors, and members of the public. The project coordination and public communication components of this job require the employee to be an efficient and effective communicator. The work is performed under the general supervision of the Highway Director with a high level of autonomy and independent judgment exercised in the planning and methods of activities within established policies. General supervision is exercised over the work of the Division's engineering staff, with extensive interaction with the Senior Highway Crew Supervisor and with Highway Crew Supervisors and crews as needed. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Develops and manages annual and long-range plans for the maintenance and upgrade of the highway network for review and approval by the Highway Director;
- 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;
- Utilizing in-house staff and outside engineering consultants, coordinates the design of specific highway and bridge improvements in accordance with the annual and long-term plans;
- Originates and prepares project designs, proposals, specifications, estimates, and contract proposals for engineering services and construction contracts;
- Works with consulting engineers to implement and enforce the County's Road Preservation Law;
- Establishes and implements project management systems and processes to ensure project completion within budget and on schedule, and in conformity to contract requirements including the quality of construction in adherence to predetermined schedules. Construction management activities include, but are not limited to, bidding processes, proposal requests, change orders, pay applications, monitoring construction testing, design interpretations, field inspections, job meetings, progress schedule updates, submittal reviews and approvals, and certifying project completion;
- Supervises the Department's engineering staff and interacts with the Senior Highway Crew Supervisor to plan and undertake road and bridge repairs in accordance with departmental plans, specifications, and standards;
- Assigns, oversees, coordinates, and inspects projects undertaken by staff and consultants;
- Develops and implements quality-control requirements and quality-assurance programs, and standard practices based on engineering and construction principles;
- Makes regular visits to work sites to check progress and assist in resolving problems;
- Inspects roads to determine condition and maintenance needs and utilizes a computerized pavement management system to record, track and prioritize road conditions and required maintenance strategies and costs;
- Develops work/service orders for roadside signage to include repair and installation, construction work zones and detours in accordance with the NYS Manual of Uniform Traffic Control Devices;
- Provides technical advice to Highway Crew Supervisors on difficult and complex projects;
- Gathers input from field and supervisory staff to incorporate into road and improvement projects and plans;
- Analyzes budget resources and constraints to develop the most cost-effective use of highway dollars;
- Interacts with the public to identify problems, concerns, and interests involved with highway maintenance and construction;
- Assists the Highway Director in the development of specifications for highway materials;
- Develops and implements standard practices based on engineering principles for maintenance and construction projects;
- Prepares reports and information for the Highway Director and Legislative oversight committee(s) review;
- Provides highway engineering design and survey services for specific construction projects;
- Attends job-related training/seminars as determined by the Highway Director;
- Writes work/service orders for construction and maintenance projects;
- Promotes the most cost-effective use of labor and equipment resources by planning efficient maintenance and construction processes;
- Plans for and implements the use of a geographic information system (GIS) based pavement management system in the management of the highway infrastructure;
- Oversees the use of the job costing software to track and manage operational expenses and to see that projects stay within the cost targets and objectives set by the Highway Director;

- Conducts surveys to obtain data on pavements, drainage structures and watersheds, guardrail systems, traffic signing, etc.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the methods, materials and terminology used in the construction and repair of roads and adjacent areas including snow and ice control;
- Thorough knowledge of safety precautions used in highway construction and maintenance work;
- Thorough knowledge of construction and Civil Engineering Practices;
- Working knowledge of State and Federal highway and Bridge aid programs;
- Working knowledge of and the ability to use spreadsheet, word processing , CADD, database, and project management related software;
- Working knowledge of the NYS Manual of Uniform Traffic Control Devices (MUTCD) to include, but not limited to, warning, regulatory, construction and detour signage;
- Skill in the use of and the ability to operate a variety of surveying instruments;
- Ability to effectively communicate with staff, superiors, consultants, legislators, and the general public;
- Ability to manage multiple complex projects;
- Ability to generate , read, interpret, and understand engineer drawings, specifications, sketches, blueprints and related road construction and maintenance plans;
- Ability to plan, coordinate and supervise the work of the Senior Highway Crew Supervisors;
- Ability to carry out oral and written directions;
- Ability to maintain budgetary, cost and material records and prepare reports with various computer software programs;
- Ability to prepare narrative reports on projects proposed and in progress;
- Ability to perform basic highway/bridge related engineering analysis and design;
- Ability to establish and maintain cooperative and effective working relationships with the public, contractors, consultants, vendors, co-workers, other departments within the county, and officials of other municipalities;
- Ability to develop knowledge about use and application of hot mix, cold mix, and asphalt emulsion products and stabilization materials and techniques;
- Ability to distinguish/recognize when construction materials appear to be out of specification;
- Willingness to respond to emergencies and work overtime;
- Dependability, initiative, resourcefulness and good judgment are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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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