

**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**

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**TITLE: SUPERINTENDENT OF PUBLIC WORKS (CAYUGA HEIGHTS)**

**SALARY: \$120,000+**

**TYPE OF EMPLOYMENT: Full-Time**

**ISSUE DATE: 10/09/25**

**THE FINAL DATE TO FILE APPLICATIONS: 04/01/26**

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/02/26**

**RESIDENCY WAIVED**

**MINIMUM QUALIFICATIONS:**

Graduation from an ABET accredited regional or New York State registered four-year college or university with a Bachelors Degree in civil engineering AND a minimum four years of full-time paid civil engineering experience in a professional capacity coupled with two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the construction and/or maintenance of roads and streets, or the operation of public utilities.

**PREFERRED QUALIFICATIONS:**

Possess a NYS Professional Engineers License and complete necessary licensure renewal trainings every three years for duration of employment. Preference in appointment may be given to those with this certification.

**SPECIAL REQUIREMENT:**

Must possess a NYS Code Enforcement Certification or obtain one with 24 months of employment and complete annual trainings to maintain this certification for the duration of employment. Significant progress in the certification process is required during the 12-month probationary period.

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

**DISTINGUISHING FEATURES OF THE CLASS:**

The Superintendent of Public Works is responsible for all the public works activities of the Village of Cayuga Heights. This position includes Engineering and Zoning Officer duties and is responsible for the inspection of all new construction and

reconstruction for compliance with all applicable building codes. The Superintendent has overall responsibility for the preparation of specifications for contracted services, purchase of equipment, construction materials, and supplies. The duties of this position are performed under the general supervision of the Village Board, or a committee thereof. The exercise of considerable independent judgement is required in planning the work activities of the Department of Public Works and in obtaining the cooperation of other agencies so as to maximize efficiency and productivity. The position supervises and directs the Assistant Superintendent of Public Works. Performs other related duties as required.

### **TYPICAL WORK ACTIVITIES:**

#### **Public Works Responsibilities:**

- Oversees the construction, maintenance, and repair of Village sewer and water lines, as well as oversight of operation of the sewage treatment plant;
- Evaluates the technical operation of the sewage treatment plant;
- Oversees elevations and survey lines as needed for basis of issuing sewer connection and zoning and/or building permits;
- Oversees the construction, maintenance, and repair of Village roads, streets, and sidewalks, including snow and ice removal when needed;
- Oversees the collection and disposal of trash and other wastes;
- Oversees the activities and performance of all public works employees;
- Completes State Environmental Quality Reviews for water, sewer, storm water and road projects;
- Oversees Village Stormwater Management Program, including participation in negotiating and drafting contracts for services related to stormwater management;
- Develop and manage inspection, review and implementation procedures related to stormwater ordinances;
- Prepares reports as requested or required by the Village Board and various State Agencies, such as DEC, Department of Health, and Highway Department;
- Ex officio Public Works and Wastewater Treatment Plant Committees;
- Prepares and presents activity reports at Board of Trustee monthly meetings;
- Prepares annual budget for all areas of responsibility listed above.

#### **Engineering Duties:**

- Advises Mayor and Village Board regarding engineering and public work matters;
- Responsible for planning for proposed construction and reconstruction;
- Prepares plans and specifications for various Village projects, and evaluates the quality of completed work;
- Prepares bid documents for water, sewer, storm water, road projects and other projects as assigned;
- Attends Ithaca Tompkins County Transportation Council Planning and Joint Committee Meetings.

#### **Zoning, Code and Fire Enforcement:**

- Enforces zoning ordinances in cooperation with the Village Board and the Police Department;
- Issues building permits for applications which meet zoning regulations;
- Monitors construction to assure compliance with New York Uniform Fire Prevention and Building Code, Village regulations/ ordinances, and upon satisfactory completion, issues a Certificate of Occupancy;
- Monitors multiple residences and businesses to assure compliance with the law;

- Cites violations and initiates civil and/or criminal complaints for continued noncompliance with the Uniform Fire Protection and Building Code;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- General knowledge of civil and environmental engineering principles and practices;
- Solid knowledge of the Department of Environmental Conservation Laws, rules and regulations governing the management of stormwater runoff;
- Thorough knowledge of local zoning ordinances and local laws;
- Solid understanding of the Multiple Residence Law and the State Uniform Fire Prevention and Building Code;
- Solid knowledge of the principles, practices and equipment used in construction and maintenance of all public works facilities and activities;
- Working knowledge of the preparations of specifications for contracted services and purchases of equipment;
- Ability to supervise employees and deal with the public on issues relating to Village laws and ordinances;
- Tact, courtesy, dependability, honesty and integrity required;
- Physical condition commensurate with the demands of the position.

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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.â

**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