

# Senior Civil Engineer - Non-competitive Promotion Description/Announcement Tompkins County

**Department:** Town of Ithaca

**Classification:** Competitive

**Labor Grade:** G

**Approved:** Town Board 6/09

**Revised:** 08/09; 05/16

**By:** AF, Commissioner of Personnel

## **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

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

## **SPECIAL REQUIREMENTS:**

Required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a moderately experienced engineering position designing, preparing plans and specifications, and coordinating engineering projects and activities. Performs inspections and prepares cost estimates. Work is performed in the office and occasionally at work sites under the general supervision of the Director of Engineering with moderate leeway allowed for the use of independent judgment in carrying out work activities. Coordination of projects may be exercised over Civil Engineer and other subordinate technical staff, which may include laying out tasks, giving instructions in required procedures and making such checks on completion of work as are necessary to insure proper performance. Problems are discussed with the Director of Engineering. Attendance at evening meetings of various Boards and committees of the Town may be required. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Designs engineering projects and prepares plans and specifications, and contract documents for water, sewer, highway, drainage, and related construction and improvements;
- Assists with the Coordination of deed and easement filing;
- Negotiates, obtains, and files easements and R.O.W.'s for public works projects;
- Performs field survey work for town infrastructure work projects;
- Prepares cost estimates for work projects;
- Performs on-site inspections of work in progress and completed projects;
- Collaborates work projects with other relevant departments and personnel;
- Responds to residents' complaints on water, sewer, storm water and road problems, ensuring corrective action as needed;
- Assists with preparing plans and reports on capital projects;
- Assists in working with representatives from other municipalities on projects of mutual interest;
- Assists in the selection of department equipment;
- May supervise subordinate engineering staff, including the recruitment and evaluation of student interns;
- Conducts long-range studies to determine future highway, water, sewer, storm water and parks projects and capital projects;
- Conducts investigations and studies on accidents, culverts and bridge waterways, soil investigations and studies for proposed highway improvements;
- May coordinate the maintenance of engineering office records;
- Prepares reports on activities.

- May provide emergency response to evaluate and assist in diagnosis and repair/correction of problems/failures in municipal infrastructure;
- Availability for 24-hour emergency response.

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

- Good knowledge of the principles and practices of civil engineering and the sources of engineering information;
- Good knowledge of modern methods and techniques as applied to highway and bridge construction;
- Good knowledge of the codes, laws, rules, regulations and procedures governing highway and bridge design and construction;
- Skill in conducting engineering research work and in writing technical reports of such studies;
- Ability to use personal computers for engineering applications;
- Ability to perform complex mathematical and engineering calculations;
- Ability to supervise a small subordinate staff;
- Ability to operate a variety of surveying instruments (e.g., surveyor's level, theodolite);
- Ability to perform activities requiring physical effort (walking, climbing or reaching);
- Ability to perform work requiring prolonged visual concentration;
- Ability to establish cooperative relationships with contractors, consultants, the public, vendors co-workers and other staff of the department;
- Ability to organize, plan and lay out working details of engineering projects;
- Ability to obtain the cooperation and support of others;
- Initiative and resourcefulness in the solution of engineering problems;
- Tact and mental alertness;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.