



Town of Ithaca Job Posting: **Civil Engineer**

This is an engineering position requiring the ability to apply principles of physics, mathematics, mechanics, and materials to engineering and infrastructure related problems. The work requires independent judgment in devising new methods and adapting standard procedures to meet unusual conditions. Work may involve cross department functions with Engineering and Public Works Departments on various infrastructure and project assignments. Work is performed under the direct supervision of the Director of Engineering with some day-to-day leadership from the Senior Civil Engineer, and Director of Public Works or their designee. Supervision may be exercised over the work of subordinates. Attendance at evening meetings of various boards and committees of the Town may be required.

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls, and Cayuga Lake. Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive.

Town of Ithaca strongly values a diverse and inclusive workforce. Town Board, Management and staff are committed to equity and inclusion and encourage those with similar values to apply.

SOME OF THE TYPICAL WORK ACTIVITIES (non-inclusive list):

Conducts surveys for road, conduits, etc.,
Map developed areas, and to run location lines for roads, conduits, etc.;
Conducts surveys to obtain data on drainage structures guide rail systems, traffic signing, etc.;
Reviews and inspects storm water pollution protection plans submitted to Town;
Supervises construction work on assignment;
Keeps records of amount of work done and of changes in plans and specifications;
Checks design computations and plans of other staff for routine errors;
Works with engineering technicians and students engaged in design surveys and construction inspection;
Supervises and instructs in the use of transits, levels and other surveying instruments;
Drafts plans, topographical and cross-section maps and charts;
Computes and estimates quantities of materials used for determining payments to contractors;
Prepares bid documents for water, sewer, storm water, road projects and other projects as assigned;
Evaluates and acquires products, materials, and services for Engineering and/or Public Works Department;
Completes State Environmental Quality Reviews for water, sewer, storm water and road projects;
Reviews building permit applications, including representing the Town at meetings with applicants and boards.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State approved four-year college or university with a bachelor's degree in Engineering (If you are enrolled in a Bachelor's Degree Engineering program and would obtain your degree within 9 months of appointment, you may apply); OR
- (b) Graduation from a regionally accredited or New York State approved two-year college with an associate degree in Engineering related field AND two years of experience in a position involving engineering related work; OR
- (c) Graduation from high school or possession of high school equivalency diploma AND six years of experience in a position involving engineering related work; OR

(d) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

To Apply email cover letter and resume to jdrake@town.ithaca.ny.us AND submit county application at: <https://www.tompkinscivilservice.org/civilservice/apply/7798>

Scroll down the list to the Town of Ithaca listings. Please attach a cover letter and resume when filing.
Questions regarding the online application program contact Tompkins Co. Civil Service 607-274-5526

Filing deadline: open until filled

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721 or via email: Jdrake@town.ithaca.ny.us

Civil Service Exam: Yes -provisional appointment with future exam

Hiring Rate: \$34.81 per hour hiring rate based on 40 hour per week schedule- 2023 rate

Office Location: Public Works Facility, 114 Seven Mile Dr., Ithaca

Work Hours: Monday – Friday, 6:30 am – 3:00 pm

Benefits: paid Holidays, Vacation, Sick and Personal time, Health and Life Insurance, Dental and AFLAC insurance optional, NYS Retirement, free onsite parking