



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

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. 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):**

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.

### **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in civil engineering **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in civil engineering or construction management; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in engineering, Engineering Technology, Highway Technology or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in civil engineering or construction management; **OR**

(c) 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) experience assisting in civil engineering or construction management; **OR**

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

To apply, email cover letter and resume to [jdrake@townithacany.gov](mailto:jdrake@townithacany.gov)

Also: File online application at <https://www.tompkinscivilservice.org/civilservice/apply/8675>

Filing deadline: open until filled

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721 or via email:

[jdrake@townithacany.gov](mailto:jdrake@townithacany.gov)

**Civil Service Exam:** Yes -provisional appointment with future exam

**Hiring Rate:** \$40.05 per hour hiring rate based on 40 hour per week schedule  
\$43.80 if have a P.E. license

**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, NYS Retirement pension, free onsite parking. Optional programs: Dental and AFLAC insurance and Retirement 457b and Roth. Security of stable position with hours that allow for work life balance.