

TOWN OF ITHACA, NY



Director of Engineering

STARTING SALARY: \$114,254/yr.

New York State Retirement Pension or TIAA-Cref -SUNY

Excellent Family Friendly Benefits Package, including set schedule with flexibility to manage hours, paid time off banks, and excellent health insurance.

The Position

The Town of Ithaca, NY is seeking a Director of Engineering that is responsible for directing the operation of the Town Engineering Department. The Director of Engineering is also responsible for managing the Town's water and sewer services, in coordination with the Director of Public Works. The employee may be appointed by the Town Board as the required designee "Town Engineer", which is responsible for providing professional engineering advice to the Town Board and other Town officials. The Director will follow the broad policy guidance of the Town Board. The ideal candidate will be a dynamic, visionary leader who can bring together the various elements of the community and the leadership of the Town in order to meet a broad spectrum of community needs. They must have the ability to articulate and promote the Town's commitment to sustainable development, innovative infrastructure design, and proactive maintenance.

The successful candidate will possess a record of accomplishments and creativity in planning and managing water, sewer, roads and other Public Works capital projects. Additionally, the ideal candidate will demonstrate a proven ability to lead, mentor and motivate the talented engineering team to achieve the Town's goals. It is imperative that the new Director continues to work collaboratively with other Town Departments and outside agencies.

Full job description available at <https://www.townithacany.gov/hr>

Town of Ithaca, NY

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.

Public Works and Engineering Departments are located at 114 Seven Mile Drive. 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.

To learn more about us visit us at www.townithacany.gov



Why Apply?



Town of Ithaca prides itself on employee involvement and great customer service. Our residents, year-after-year, have praised our staff as having excellent customer service skills.

The Town's 60 employees have rated the organization high on being an ethical and moral organization with an emphasis on being a family friendly organization.

Managers encourage and promote a culture of collaboration, open communication and commitment.

VALUES

Town of Ithaca values a diverse, respectful, productive, and fulfilling workplace and provides its management staff with a range of responsibilities intended to realize those values.

The Director of Engineering will play a key leadership role in developing and sustaining an inclusive culture that enables a diverse workforce to perform at a high level.

The Community

Tompkins County boasts beautiful rural areas, quiet villages, farms, and open land surrounding our population center.

Ithaca, which is our county seat, has a small-town

atmosphere but showcases the qualities

of a much larger city through an abundance of

restaurants, theatre, arts, shopping, cultural, and recreational activities. Three institutions of higher learning – Cornell University, Ithaca College, and Tompkins Cortland Community College – make education our top industry. The county is an employment center for the region and features a healthy economy, a strong human services sector, a local medical center, a public transportation network, a regional airport, and three State parks. The region offers endless recreational opportunities including golfing, hiking, mountain biking, boating, skiing (snow and water), canoeing, wind surfing, and fishing. There are numerous family-friendly community oriented festivals and events.



How to Apply

Email a cover letter and resume to Jdrake@townithacany.gov

You will also need to submit an Online Application by July 28, 2025 at:

<https://www.tompkinscivilservice.org/civilservice/apply/9174>

Questions regarding the position, benefits or the Town operations please contact: Judy Drake, Human Resources Manager 607-273-1721 x115 or Dave O'Shea, Director of Engineering, 607-273-1656

Qualifications

Qualifications:

Possession of a NYS Professional Engineer's License at the time of appointment and

(A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering, engineering science, architecture, construction management or a related field with a minimum of four (4) years of experience in a related field, with at least two years of which must have been in a supervisory or management position; **OR**

(B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in engineering, engineering science, architecture, construction management or a related field with a minimum of six (6) years of experience in a related field with at least, two years of which must have been in a supervisory capacity; **OR**

(C) Any combination of training and experience equal to or greater than that defined in (A) and (B) above.

Some Typical Work Activities:

- Directs operations of the Town Engineering Department and is responsible for approving and sealing/ stamping plans, studies, construction documents, etc.;
- Assigns, reviews and evaluates the work of subordinate staff and provides mentorship for their professional growth;
- Direct and supervise the preparation of documents, technical studies & reports on infrastructure elements such as water and sewer systems, drainage, traffic, etc. for presentation to boards & committees and including applications for funding;
- Directs development of the capital improvement program and projects for water, sewer, roads, parks and storm water management;
- Participates and may lead the development of Capital Improvement program for general project approval;
- Collaborates with the Director of Public Works/ Town Highway Superintendent on technical issues regarding public works, including appointment of technical staff;
- Reviews and approves development projects within the town in accordance with local, state, and federal requirements including local laws and stormwater regulations;
- Manages Stormwater Management programs and assures compliance with NYS MS4 permit requirements;
- Prepares construction contract documents, cost estimates, time schedules, and materials specifications for town projects;
- Manages, tracks budget and advises town hired consultants and contractors;
- Coordinates joint projects with other governments or agencies;
- Provides technical oversight of the Town utilities and road network;
- Acts as liaison between organized community groups, the Town and engineering and administrative personnel in other municipalities on public work projects of mutual interest;
- Acts as technical advisor to the Town Board, Planning Board, Zoning Board of Appeals and staff from other departments on engineering related issues;
- Monitors compliance with Federal, State, and Town Laws, regulations, codes and policies;
- Prepares and monitors department and project budgets;
- Meets with public, elected officials and appointed officials regarding public works activities and strategies, project reviews, intermunicipal agreements, consultant contract administration, etc.;
- Responsible for management of department records, documents, and equipment;
- Determines personnel requirements and is responsible for the appointment and discharge of staff in compliance with state law and local civil service rules and in conjunction with the Town Board;