

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Assistant Superintendent of Public Works

LOCATION: City of Ithaca - Department of Public Works - Streets and Facilities Division

SALARY: \$93,702 - \$112,442

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative position of the Streets and Facilities Division of the Department of Public Works. The incumbent is responsible for the construction and maintenance of public streets and highways, storm drainage, buildings and grounds, city parks and recreation facilities, fleet maintenance, parking garage operations and maintenance. The work is performed under the general direction of the Superintendent of Public Works with considerable leeway allowed for the exercise of independent judgment in planning, organizing and directing the various sections in accordance with existing laws, regulations and policies. General supervision is exercised over the professional and sub-professional staffs of the division. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering and four years of experience in the design, construction and operation of Municipal Public Works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; or
- B. Graduation from high school or possession of a high school equivalency diploma and eight years of work experience in the design, construction and operation of Municipal Public Works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants or similar projects, including four years in a supervisory or administrative capacity; or
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

EXAM REQUIREMENTS: A civil service exam will be required at a later date.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copies of high school and college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. Postmarks are not accepted. All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by April 6, 2020:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Issued: March 2, 2020