

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 (Water and Sewer)

LOCATION: City of Ithaca

SALARY: \$93,702, with subsequent increases to \$112,442

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: This is the Chief Administrative position of the Water and Sewer Division of the Department of Public Works. The work involves overall administrative and technical responsibility for the production and distribution of water and the collection and treatment of sewage within the City of Ithaca service area. 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 water and sewer programs of the City of Ithaca in accordance with existing laws, regulations and policies. General supervision is exercised over the professional and sub-professional staff 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 Engineering **and** four years experience in the design, construction or operation of water distribution systems, sewage collection systems, Water Filtration Plants or Wastewater Treatment Plants, including two years in a supervisory or administrative capacity;
- B. Graduation from high school or possession of a High School Equivalency diploma **and** eight years experience in the design, construction or operation of water distribution systems, sewage collection systems, Water Filtration Plants or Wastewater Treatment Plants, 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).

RESIDENCY REQUIREMENTS: There are no residency requirements for application for this position.

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

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy 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 submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by February 22, 2021:

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.
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