

# NOW HIRING: *Assistant Civil Engineer*



## The City of Ithaca is now accepting applications for the position of Assistant Civil Engineer.

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**Location:** City of Ithaca, NY  
**Department:** Department of Public Works  
**Classification:** Competitive  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Administrative  
**Salary:** \$55,679 - \$69,599

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Assistant Civil Engineer. This position serves the Department of Public Works and reports directly to the Director of Engineering Services.

**Position Description:** The work involves responsibility for performing entry level professional engineering tasks in a municipal public works department. The incumbent works on a variety of projects involving the design and construction and or improvement of streets, buildings and water and wastewater systems. The work is performed under the general supervision of a public works administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent does not supervise others, but may direct and oversee the work of an Engineering Technician and/or members of a survey crew. Does related work as required.

To view the complete job description, visit: [Assistant Civil Engineer job description](#).

### **Minimum Qualifications:**

- (a) Possession of a Bachelor's degree in civil engineering, civil engineering technology, or construction management; or
- (b) Possession of an Associate's degree in civil engineering technology, engineering science, or a closely related field with a focus on civil or construction technology and two (2) years of full-time paid experience, or its part-time paid equivalent, in surveying, design, construction site inspection, or other civil engineering work; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**Note:** College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**Special Requirements:** 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.

**Appointment Status and Exam Requirement:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the [Fringe Benefits](#) webpage and [Administrative Unit Bargaining Agreement](#).

### **Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).
- 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.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).

### **Application Materials Required:**

- City of Ithaca application
- Copy of high school and college transcripts
- Copy of Driver License

Submit required application materials by January 22, 2025 to:

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

**Attn: City of Ithaca**

**Human Resources Department**

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.

**Ithaca is Gorges! We would love to have you on our team!**



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