

Personnel and Civil Service

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NOTICE OF VACANCY Public Works Project Technician

Date of Issue 06/13/2025. This work involves responsibility for administering technical aspects of all Public Works Capital Project contracts from inception as a bid to a fully executed contract. Duties include ensuring contracts are executed in accordance with Tioga County's policies and procedures, tracking documentation through contract completion, and related recordkeeping. The incumbent will also be tasked with compiling and entering a variety of data into spreadsheets and databases pertaining to capital projects and providing administrative support to the Commissioner of Public Works as needed. The work is performed under the general supervision of the Commissioner of Public Works with wide latitude allowed for the use of independent judgment in carrying out work activities. Does related work as required.

The title of Project Works Project Technician is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A date for this examination has not been scheduled.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, 35 hours/week
Salary: \$44,600 - 54,600 (MC) benefit package available including: health insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Public Works

Minimum Qualifications: Graduation from high school or possession of a high school equivalency and either:

- a. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; OR
- b. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and two (2) years of full-time work experience or its part-time equivalent in an office management or clerical support position in a public works, civil engineering, or construction project environment; OR
- c. Four (4) years of full-time work experience or its part-time equivalent in an office management or clerical support position in a public works, civil engineering, or construction project environment setting; OR
- d. An equivalent combination of education and experience, as defined by the limits of (a) and (b) above.

APPLY ONLINE by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.