



AUBURN
HISTORY'S
HOMETOWN

2012 – 2013 Public Works Budget Proposal

Michael Talbot, Superintendent

DEPARTMENT OF PUBLIC WORKS - STAFFING

1997-1998 1998-1999 1999-2000 2000-2001 2001-2002 2002-2003 2003-2004 2004-2005 2005-2006 2006-2007 2007-2008 2008-2009 2009-2010 2010-2011 2011-2012

Parks and Recreation	15.5	15.5	17.0	13.5	13.0	13.5	12.5	12.5	12.0	13.0	13.0	14.0	13.0	12.5
Senior Citizens/RSVP	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.0	3.0	3.0
Forestry	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0
Public Works Garage	1.0	1.0	6.5	6.0	5.5	5.0	5.5	5.5	4.5	4.5	4.5	4.0	4.0	4.0
Buildings	3.5	3.5	3.5	3.5	4.5	5.0	5.0	5.0	5.0	4.0	4.0	3.5	3.5	2.5
Cemeteries	1.0	1.0	1.0	1.0	1.0	1.0	0	0	0	0	0	0	0	0
Streets	19.0	19.0	16.0	17.0	16.0	16.0	15.0	14.0	10.0	10.0	10.0	10.0	9.0	9.0
Water	14.0	14.0	10.0	10.0	10.5	10.5	9.5	9.5	7.5	7.0	7.0	7.0	7.0	7.0
Sewer	15.0	15.0	11.5	11.5	11.5	11.5	10.5	10.5	7.5	7.5	8.5	7.5	7.5	7.5
Solid Waste	22.0	22.0	19.0	19.0	19.5	19.0	19.0	17.5	17.5	17.5	17.5	18.5	19.0	19.0
Signal Electrician	1.0	1.0	1.0	1.0	1.0	1.0	0	0	0	0	0	0	0	0
TOTAL	96.5	96.5	90.0	87.0	87.0	87.0	85.5	82.5	79.5	68.5	68.0	68.5	67.0	65.5

A		B	C	D	E
Accounts		2010 - 2011 Adopted	2011-2012 Adopted	2012-2013 Proposed	Explanation of Budgetary Requests
1					
2	A1620 Buildings				
3	.110 Salary & Wages	\$133,694.00	\$93,483.00	\$96,583.00	2 full time custodians, \$48,000 average
4	.120 Longevity & Incentive	\$400.00	\$400.00	\$400.00	
5	.130 Temp & Part Time	\$20,000.00	\$44,471.00	\$49,918.00	3 part time custodians, \$16,639 average
6	.140 Holiday Pay	\$900.00	\$900.00	\$900.00	
7	.150 Overtime	\$2,500.00	\$2,500.00	\$7,500.00	bell ringing, council and commission meetings, building weekend
8	.210 Furniture & Fixtures	\$1,500.00	\$1,000.00	\$1,000.00	building related items
9	.220 Office Equipment	-	\$500.00	\$1,000.00	Staples, council chambers
10	.250 Other Equipment	\$750.00	\$500.00	\$1,000.00	lawn mowers, weed eaters, etc.
11	.412 Operating Supplies	\$35,000.00	-	\$30,000.00	cleaning supplies, lighting, paper products
12	.420 Gas	-	-	\$5,000.00	natural gas
13	.425 Electric	\$40,000.00	-	\$35,000.00	electricity
14	.440 Services	\$60,000.00	\$35,000.00	\$55,000.00	lighting, cleaning, locksmith, pest control, geothermal, alarms, etc.
15	.481 Fuel	\$800.00	\$1,000.00	\$1,200.00	gasoline
16	.482 Maintenance/Repairs	\$1,800.00	\$1,500.00	\$1,500.00	car repairs, mower repairs, etc.
17	.801 General Retirement	\$19,569.00	\$19,569.00	\$27,003.00	
18	.811 SS/Medicare	\$11,976.00	\$10,815.00	\$11,881.00	
19	.821 WRK/CMP/PR	\$8,133.00	\$10,573.00	\$13,371.00	
20	.831 UNEMP/INS	-	-	-	
21	.841 Health Ins	\$35,205.00	\$35,025.00	\$21,000.00	
22	.842 Dental Ins	\$2,765.00	\$2,765.00	\$2,012.00	
23	.845 Visin-CSEA	\$450.00	\$500.00	\$567.00	
24					
25	Total Buildings	\$375,442.00	\$260,501.00	\$361,835.00	
26					
27	A1640 Public Works Garage				
28	.110 Salary & Wages	\$156,202.00	\$165,409.00	\$177,501.00	head mechanic, 2 mechanics, clerk, \$44,375 average
29	.120 Longevity & Incentive	\$475.00	\$475.00	\$300.00	
30	.130 Temp & Part Time	\$18,000.00	\$22,763.00	\$18,296.00	part time custodian, seasonal
31	.140 Holiday Pay	\$500.00	\$500.00	\$500.00	
32	.150 Overtime	\$6,000.00	\$11,000.00	\$13,000.00	mechanics
33	.210 Furniture & Fixtures	-	-	\$500.00	chairs, rolling benches
34	.220 Office Equipment	-	-	\$1,000.00	computer needs, parts inventory
35	.250 Other Equipment	-	\$2,500.00	\$6,000.00	new compressor for garage
36	.411 Office Supplies	\$500.00	\$250.00	-	
37	.412 Operating Supplies	\$35,000.00	\$30,000.00	\$50,000.00	parts, charged to other departments via work orders, welding, shop tools
38	.420 Gas (natural)	\$30,000.00	\$30,000.00	\$17,500.00	heat
39	.425 Electric	\$24,000.00	\$24,000.00	\$20,000.00	electric
40	.440 Services	\$10,000.00	\$55,000.00	\$30,000.00	consulting, pest control, internet, vehicle inspection station, lift insp.
41	.450 Fees	-	-	\$1,000.00	inspection of lifts, fuel tanks
42	.460 Travel & Training	\$750.00	\$500.00	\$1,000.00	
43	.481 Fuel	\$3,000.00	-	\$10,000.00	gasoline, diesel
44	.482 Vehicle Maint/Repairs	\$5,500.00	-	\$55,000.00	repairs of shop equipment, vehicles
45	.801 Retirement - General	\$20,397.00	-	\$36,443.00	
46	.811 Social Security/Medicare	\$13,860.00	-	\$16,034.00	
47	.821 Workers Comp/Premium	\$8,250.00	\$10,725.00	\$13,564.00	

	A	B	C	D	E
48	.841 Health Insurance	\$41,073.00	\$41,073.00	\$36,750.00	
49	.842 Dental Insurance	\$3,225.00	\$3,225.00	\$3,521.00	
50	.845 Vision Coverage-CSEA	\$525.00	\$550.00	\$992.00	
51					
52	Total Public Works Garage	\$377,257.00	\$397,970.00	\$508,901.00	
53	A3310 Fire Alarms/Signal Maint.				0 employees
54	.150 Overtime	-		\$1,000.00	call ins
56	.250 Other Equipment	\$30,000.00	\$68,000.00	\$70,000.00	traffic light and walk light mechanisms
57	.412 Operating Supplies	\$15,000.00	\$32,000.00	\$35,000.00	similar to above, control boxes, etc.
58	.420 Gas	-	\$30,000.00	-	
59	.425 Electric	\$30,000.00	\$30,000.00	\$30,000.00	
60	.440 Services	\$10,000.00	\$7,500.00	\$75,000.00	Syracuse Signal, O'Connell Electric
61	.481 Fuel	\$900.00	\$750.00	-	
62	.482 Maintenance/Repairs	\$1,500.00	\$1,000.00	-	
63	.811 SS/Medicare	-		\$77.00	
64					
65	Total Fire Alarms/Signal Maint	\$87,400.00	\$169,250.00	\$211,077.00	
66					
67	A5010 Public Works Administration				
68	.110 Salary & Wages	\$91,489.00	\$77,340.00	\$87,232.00	1 superintendent
69	.120 Longevity & Incentive	\$200.00	\$260.00	\$260.00	
70	.130 Temp/Part Time	-	-	\$3,000.00	seasonal summer, phones, administrative
71	.412 Operating Supplies	-	-	\$100.00	
72	.440 Services	\$500.00	\$750.00	\$1,000.00	consulting, etc.
73	.460 Travel/Training, Prof Develop	-	\$1,000.00	\$1,000.00	
74	.801 Retirement - General	\$11,461.00	\$11,461.00	\$15,734.00	
75	.811 Social Security & Medicare	\$7,014.00	\$5,920.00	\$6,923.00	
76	.821 Workers Comp/Premium	\$242.00	\$325.00	\$398.00	
77	.831 Unemployment Insurance	-	-	-	
78	.841 Health Insurance	\$11,735.00	\$11,735.00	\$10,500.00	
79	.842 Dental Insurance	\$900.00	\$900.00	\$1,006.00	
80	.845 Vision Insurance - CSEA	\$288.00	\$300.00	\$283.00	
81					
82	Total Public Works Administration	\$123,829.00	\$109,991.00	\$127,436.00	
83					
84	A5110 Street Department				
85	.110 Salary/Wages	\$392,338.00	\$295,766.00	\$360,015.00	1 foreman, 7 MEOs, \$45,001 average
86	.120 Sick Incentive	\$800.00	\$955.00	\$1,000.00	
87	.130 Temp/PT	\$5,000.00	\$5,000.00	\$7,500.00	seasonal
88	.140 Holiday Pay	\$2,000.00	\$2,000.00	\$2,000.00	work on holidays
89	.150 Overtime	\$12,000.00	\$12,000.00	\$16,500.00	miscellaneous call ins
90	.250 Other Equipment	\$40,000.00	\$5,600.00	\$55,000.00	jackhammers, small dump truck
91	.412 Operating Supplies	\$55,000.00	\$130,000.00	\$145,000.00	stone, blacktop, signs, paint, hardware, etc.
92	.440 Services	\$20,000.00	\$20,000.00	\$20,000.00	welding, electric, lift services for bucket trucks
93	.456 Demolition of Buildings	-	-	-	
94	.459 Paving	-	-	-	

	A	B	C	D	E
95	.460 Travel & Training	-	\$500.00	\$1,000.00	
96	.481 Fuel	\$35,000.00	\$35,000.00	\$40,000.00	
97	.482 Maintenance/Repairs	\$75,000.00	\$90,000.00	\$100,000.00	parts, specific truck stores (International, JB, etc.), NAPA
98	.801 General Retirement	\$56,715.00	\$56,715.00	\$67,291.00	
99	.811 SS/Medicare	\$31,529.00	\$24,080.00	\$29,607.00	
100	.821 Wkr/Cmp/PR	\$48,896.00	\$63,565.00	\$80,389.00	
101	.831 Unemp/Ins	-	-	-	
102	.841 Health Insurance	\$93,879.00	\$93,879.00	\$73,500.00	
103	.842 Dental	\$8,293.00	\$8,293.00	\$7,043.00	
104	.845 Vision - CSEA	\$1,350.00	\$1,500.00	\$1,984.00	
105					
106	Total Street Department	\$877,800.00	\$844,853.00	\$1,007,829.00	
107					
108	A5142 Snow Removal				
109	.150 Overtime	\$30,000.00	\$30,000.00	\$40,000.00	will put us to 5 events
110	.250 Other Equipment	\$20,000.00	\$101,500.00	\$105,000.00	cutting edges, plow blades, spreaders and parts
111	.412 Operating Supplies	\$180.00	\$200,000.00	\$200,000.00	road salt, pallets of calcium for parking garage, city hall, etc.
112	.440 Services	\$10,000.00	-	-	
113	.481 Fuel		\$18,000.00	-	
114	.482 Maint/Repairs	\$30,000.00	\$30,000.00	\$5,000.00	plow parts, welding supplies
115	.801 General Retirement	\$4,375.00	\$4,375.00	\$6,955.00	
116	.811 SS/Medicare	\$2,295.00	\$2,300.00	\$3,060.00	
117					
118	Total Snow Removal	\$96,850.00	\$386,175.00	\$360,015.00	
119					
120	A5182 Street Lighting				
121	.250 Other Equipment	\$45,000.00	\$50,000.00	\$90,000.00	no employees
122	.425 Electric	\$600,000.00	\$600,000.00	\$625,000.00	light poles, parts
123	.440 Services	\$7,000.00	\$7,000.00	\$35,000.00	increased as we now must service many more poles
124					
125	Total Street Lighting	\$652,000.00	\$657,000.00	\$750,000.00	
126					
127	A7020 Parks & Recreation Administration				
128	.110 Salary/Wages	\$396,180.00	\$44,799.00	\$47,398.00	1 account clerk
129	.120 Longevity and Incentive	\$1,100.00	-	\$200.00	
130	.130 Temp/Part Time	\$3,000.00	\$3,000.00	\$3,500.00	seasonal labor
131	.140 Holiday Pay	-	-	\$1,000.00	
132	.150 Overtime	-	-	\$1,000.00	
133	.411 Office Supplies	-	-	\$1,000.00	computer, printer, etc.
134	.460 Travel & Training	-	-	\$500.00	
135	.801 General Retirement	\$5,573.00	\$5,573.00	\$9,232.00	
136	.811 SS/Medicare	\$3,411.00	\$3,700.00	\$4,062.00	
137	.821 Wkr/Cmp/PR	\$540.00	\$709.00	\$888.00	
138	.841 Health Insurance	\$11,735.00	\$11,735.00	\$10,500.00	
139	.842 Dental Insurance	\$922.00	\$922.00	\$1,006.00	
140	.845 Vision - CSEA	\$150.00	\$150.00	\$283.00	
141					

	A	B	C	D	E
142					
143	Total Parks & Recreation Administration	\$422,611.00	\$70,588.00	\$80,569.00	
144					
145	A7110 Parks				
146	.110 Salary & Wages	\$396,180.00	\$356,130.00	\$379,594.00	.5 sanitation sup., 1 foreman, 3.5 laborers, 2 MEO, 1.5 rec. maint., .5 clerk
147	.120 Longevity & Incentive	\$1,100.00	\$1,100.00	\$500.00	
148	.130 Temporary & Part Time	\$16,000.00	\$25,000.00	\$30,000.00	seasonal, DPW and Hoopes, etc.
149	.140 Holiday Pay	\$1,500.00	\$1,500.00	\$1,750.00	
150	.150 Overtime	\$4,000.00	\$4,000.00	\$12,000.00	events, call ins, etc.
151	.250 Other Equipment	\$15,000.00	\$4,000.00	\$23,500.00	mower, playground equipment
152	.412 Operating Supplies	\$62,000.00	\$55,800.00	\$75,000.00	plants; parts, grass seed, mower and tractor parts, etc.
153	.420 Gas	\$8,000.00	\$8,000.00	\$5,500.00	heat
154	.425 Electric	\$15,000.00	\$13,500.00	\$15,000.00	electric
155	.440 Services	\$500.00	\$500.00	\$500.00	
156	.440 Services	\$88,000.00	\$88,000.00	\$90,000.00	equipment rental, pest control, BTW center, electrician, playground parts
157	.450 Fees				
158	.460 Travel and Training	\$300.00	\$300.00	\$500.00	
159	.481 Fuel	\$8,000.00	\$9,000.00	\$9,000.00	gasoline and diesel
160	.482 Maintenance and Repairs	\$25,000.00	\$15,000.00	\$15,000.00	repair of mowers, equipment, etc.
161	.801 General Retirement	\$54,815.00	\$54,815.00	\$73,695.00	
162	.811 Social Security/Medicare	\$32,037.00	\$29,200.00	\$32,424.00	
163	.821 Wrk/Cmp/Pr	\$12,279.00	\$15,963.00	\$20,188.00	
164	.841 Health Insurance	\$99,748.00	\$99,748.00	\$84,000.00	
165	.842 Dental Insurance	\$8,742.00	\$8,742.00	\$8,049.00	
166	.845 Vision - CSEA	\$1,275.00	\$1,400.00	\$2,268.00	
167					
168	Total Parks	\$849,476.00	\$791,698.00	\$878,468.00	
169					
170	A7142 Playground Operations				
171	.250 Other Equipment	\$25,000.00	\$1,500.00	\$3,000.00	0 employees
172	.412 Operating Supplies	\$750.00	\$2,000.00	\$2,000.00	arts and crafts, swings, etc.
173	.440 Services	\$11,200.00	\$11,200.00	\$15,000.00	similar to above
174	.450 Fees			\$1,550.00	summer brochures, Reva skate program, YMCA program
175					tennis association, playground and park association
176	Total Playground Operations	\$36,950.00	\$14,700.00	\$21,550.00	
177					
178	A7143 Casey Park				
179	.110 Salary & Wages	\$136,823.00	\$141,622.00	\$150,703.00	1 senior building maint. Mech., 1 rec. maint., 1 laborer, \$50,234 average
180	.120 Longevity & Incentive	\$200.00	\$200.00	\$200.00	
181	.130 Temporary & Part Time	\$30,000.00	\$28,000.00	\$30,000.00	seasonal for all seasons of operation
182	.140 Holiday Pay	\$1,500.00	\$1,500.00	\$1,750.00	
183	.150 Overtime	\$4,000.00	\$4,000.00	\$12,500.00	call ins, weekends if short staffed, shifr coverage
184	.250 Other Equipment	\$1,500.00	\$3,000.00	\$3,500.00	rink plexiglass, pool equipment
185	.411 Office Supplies				
186	.412 Operating Supplies	\$40,000.00	\$40,000.00	\$50,000.00	propane, sport supplies, rink supplies, paper products, paint, all building
187	.420 Gas	\$30,000.00	\$30,000.00	\$17,500.00	heat
188	.425 Electric	\$75,000.00	\$75,000.00	\$70,000.00	electric

	A	B	C	D	E
189	.430 Utilities	\$20,000.00	\$20,000.00	\$15,000.00	
190	.440 Services	\$76,000.00	\$76,000.00	\$163,455.00	YMCA pool program, refrigeration, heating and air, plumbing, all building should be included in services
191	.450 Fees	\$10,500.00	\$11,000.00	\$8,500.00	
192	.460 Travel and Training	-	-	\$1,000.00	
193	.481 Fuel	\$5,000.00	\$3,500.00	\$3,500.00	gasoline and diesel
194	.482 Maintenance/Repairs	\$4,000.00	\$4,000.00	\$20,000.00	repairs of mowers, plows, tractors, weed eaters, etc.
195	.801 General Retirement	\$18,003.00	\$18,003.00	\$33,932.00	
196	.811 SS/Medicare	\$13,313.00	\$11,255.00	\$14,929.00	
197	.821 Wrk/Cmp/PR	\$2,115.00	\$2,750.00	\$3,477.00	
198	.831 Unemp/Ins	-	-	-	
199	.841 Health Ins	\$35,205.00	\$35,205.00	\$31,500.00	
200	.842 Dental Ins	\$2,765.00	\$2,765.00	\$3,018.00	
201	.845 Vision - CSEA	\$450.00	\$450.00	\$850.00	
202					
203	Total Casey Park	\$506,374.00	\$508,250.00	\$635,314.00	
204					
205	A7210 Falcon Park				
206	.110 Salary & Wages	\$23,837.00	\$23,928.00	\$21,385.00	.5 recreation maintenance
207	.120 Longevity & Incentive	-	-	\$250.00	
208	.150 Overtime	-	-	\$4,500.00	field related
209	.250 Other Equipment	-	-	\$4,000.00	hoses, weed eater, push mower
210	.412 Operating Supplies	\$3,000.00	\$3,000.00	\$7,500.00	paint, field dirt and grass seed, stadium supplies
211	.420 Gas	\$10,000.00	\$10,000.00	\$5,000.00	heat
212	.425 Electric	\$33,000.00	\$33,000.00	\$32,000.00	electric
213	.430 Utilities	\$10,000.00	\$10,000.00	\$10,000.00	sewer and water
214	.440 Services	\$12,000.00	\$6,300.00	\$10,500.00	plumbing, heating and air, electrician, alarm systems, pest control
215	.801 General Retirement	\$3,167.00	\$3,167.00	\$4,544.00	
216	.811 SS/Medicare	\$1,824.00	\$1,830.00	\$1,999.00	
217	.821 Wrk/Cmp/PR	\$292.00	\$380.00	\$480.00	
218	.841 Health Ins	\$5,868.00	\$5,868.00	\$5,250.00	
219	.842 Dental Ins	\$461.00	\$461.00	\$503.00	
220	.845 Vision - CSEA	\$75.00	\$75.00	\$142.00	
221					
222	Total Falcon Park	\$103,524.00	\$98,009.00	\$108,053.00	
223					
224	A7270 Band Concerts				
225	.150 Overtime	\$500.00	\$500.00	\$1,000.00	0 employees
226	.412 Operating Supplies	\$500.00	\$500.00	\$1,000.00	work events
227	.440 Services	\$1,000.00	\$1,300.00	\$1,750.00	sound system maintenance, ampitheater maintenance
228	.450 Fees	\$13,000.00	\$14,050.00	\$13,500.00	schedule printing, advertizing, etc.
229	.811 SS/Medicare	\$38.00	\$38.00	\$77.00	artists and performers
230					
231	Total Band Concerts	\$15,038.00	\$16,388.00	\$17,327.00	
232					
233	A7550 Celebrations				
234	.412 Operating Supplies	\$10,000.00	\$12,250.00	\$50,000.00	0 employees
235	.425 Electric	\$5,000.00	\$5,000.00	\$2,000.00	new christmas decorations, new flags

	A	B	C	D	E
236	.440 Services	\$10,000.00	\$15,000.00	\$23,000.00	paper products, signage, July 4 fireworks and band at county park
237	.459 Founders Day Celebration	\$40,000.00	\$25,000.00	\$25,000.00	Founders Day
238					
239	Total Celebrations	\$65,000.00	\$57,250.00	\$100,000.00	
240					
241	A7610 Senior Citizens-Schwartz Towers				
242	.110 Salary & Wages	\$47,463.00	-	-	
243	.120 Longevity & Incentive	\$200.00	-	-	
244	.130 Temporary & Part Time	-	\$23,674.00	\$24,381.00	.5 clerk
245	.150 Overtime	-	-	-	
246	.220 Office Equipment	-	-	-	
247	.411 Office Supplies	-	-	\$250.00	
248	.412 Operating Supplies	\$2,000.00	\$2,000.00	\$5,200.00	ceramic and knitting supplies, paper products, cleaning supplies
249	.420 Gas	\$10,000.00	\$10,000.00	\$8,000.00	heat
250	.440 Services	\$11,000.00	\$11,000.00	\$11,800.00	internet, coach lines for bus trips, rent \$688 per month
251	.450 Fees	\$5,500.00	\$5,500.00	\$7,500.00	program instructors, special programs
252	.801 Retirement - General	\$5,958.00	-	\$4,239.00	
253	.811 Social Security & Medicare	\$3,646.00	\$1,850.00	\$1,865.00	
254	.821 Workers Comp - Premium	\$585.00	\$761.00	\$962.00	
255	.841 Health Ins	\$11,735.00	-	-	
256	.842 Dental Ins	\$922.00	-	-	
257	.845 Vision Coverage - CSEA	\$150.00	-	-	
258					
259	Total Senior Citizens-Schwartz Towers	\$99,159.00	\$54,785.00	\$64,197.00	
260					
261	A7611 RSVP (Boyle Center)				
262	.110 Salary & Wages	\$38,025.00	\$40,719.00	\$42,878.00	1 RSVP coordinator
263	.120 Longevity & Incentive	-	-	\$200.00	
264	.130 Temporary & Part Time	\$34,800.00	\$31,085.00	\$36,592.00	.5 clerk, .5 van driver
265	.220 Office Equipment	-	-	\$250.00	
266	.411 Office Supplies	\$1,000.00	\$1,200.00	\$1,400.00	
267	.412 Operating Supplies	-	-	\$750.00	
268	.430 Telephone & Other Utilities	\$750.00	\$500.00	\$300.00	
269	.440 Services	\$22,000.00	\$14,325.00	\$16,500.00	postage, internet, rent \$501.51 per month, recognition dinner, mileage
270	.441 Liability Insurance	\$2,500.00	\$2,455.00	\$2,500.00	
271	.460 Travel Training & Prof Development	\$3,500.00	\$3,365.00	\$5,550.00	seminars, dues, conferences, etc.
272	.481 Fuel	\$1,500.00	\$1,500.00	\$1,500.00	gasoline
273	.482 Vehicle Maint/Repairs	\$1,000.00	\$1,500.00	-	
274	.801 Retirement General	\$9,103.00	\$9,103.00	\$13,852.00	
275	.811 SS/Medicare	\$5,571.00	\$5,500.00	\$6,095.00	
276	.821 Workers Comp/Premium	\$1,842.00	\$2,395.00	\$3,028.00	
277	.841 Health Ins	\$11,735.00	\$11,735.00	\$10,500.00	
278	.842 Dental Ins	\$922.00	\$922.00	\$1,006.00	
279	.845 Vision Coverage	\$150.00	\$150.00	\$283.00	
280					
281	Total RSVP	\$134,398.00	\$126,454.00	\$143,184.00	
282					

	A	B	C	D	E
283	A7620 Adult Recreation				0 employees
284	.412 Operating Supplies	\$4,000.00	\$4,000.00	\$19,650.00	league supplies, new field material at Casey Park
285	.440 Services		\$331.00	\$1,000.00	ASA affiliation
286	.450 Fees	\$9,500.00	\$10,085.00	\$14,500.00	sports supervisor, scorekeepers
287					
288	Total Adult Recreation	\$13,500.00	\$14,416.00	\$35,150.00	
289					
290	A8161 Refuse Collection				
291	.110 Salaries & Longevity	\$319,943.00	\$332,012.00	\$281,755.00	.5 san. Sup., 4 laborers, 3 MEO, \$37,567 average
292	.120 Sick Incentive	\$500.00	\$500.00	\$500.00	
293	.130 Temporary & Part Time	\$10,000.00	\$12,500.00	\$17,000.00	seasonal, like to add permanent part time
294	.140 Holiday Pay	\$5,500.00	\$5,500.00	\$5,500.00	
295	.150 Overtime	\$5,000.00	\$5,000.00	\$6,500.00	
296	.250 Other Equipment	-	-	\$30,000.00	lift gate truck for bulk items
297	.412 Operating Supplies	\$25,000.00	\$22,500.00	\$25,000.00	safety equipment, uniform allowance, oils and other lubricants
298	.420 Gas	\$7,000.00	\$7,000.00	\$6,000.00	heat
299	.425 Electric	\$7,000.00	\$7,000.00	\$5,000.00	electric
300	.460 Travel and Training			\$2,000.00	DEC solid waste classes
301	.481 Fuel	\$100,000.00	\$100,000.00	\$100,000.00	diesel
302	.482 Maintenance and Repairs	\$80,000.00	\$80,000.00	\$80,000.00	will be less with 2 new packers
303	.801 General Retirement	\$42,305.00	\$42,305.00	\$54,119.00	
304	.811 SS/Medicare	\$26,502.00	\$27,160.00	\$23,811.00	
305	.821 Wrk/Cmp/PR	\$43,171.00	\$56,122.00	\$70,977.00	
306	.831 Unemployment Ins	-	-	-	
307	.841 Health Insurance	\$88,012.00	\$88,012.00	\$78,750.00	
308	.842 Dental Ins	\$6,911.00	\$6,911.00	\$7,546.00	
309	.845 Vision - CSEA	\$1,125.00	\$1,250.00	\$2,126.00	
310					
311	Total Refuse Collection	\$767,969.00	\$793,772.00	\$796,584.00	
312					
313	A8170 Street Cleaning				0 employees
314	.250 Other Equipment			\$190,000.00	new street sweeper
315	.412 Operating Supplies	\$3,000.00	\$4,000.00	\$6,500.00	sweeper parts
316	.440 Services	\$5,000.00	\$5,000.00	\$5,000.00	
317	.481 Fuel	\$800.00	\$1,200.00	-	
318	.482 Maintenance/Repairs	\$3,500.00	\$4,000.00	-	
319					
320	Total Street Cleaning	\$12,300.00	\$14,200.00	\$201,500.00	
321					
322	A8560 Urban Forestry				
323	.110 Salary & Wages	\$50,255.00	\$52,736.00	\$54,554.00	1 tree trimmer
324	.120 Sick Incentive	-	\$500.00	-	
325	.140 Holiday Pay	\$500.00	\$1,000.00	\$1,000.00	call ins
326	.150 Overtime	\$1,000.00	-	\$1,000.00	chain saws, ropes, etc.
327	.250 Other Equipment	-	\$11,080.00	\$2,500.00	topsoil, pruners, small hand tools, chemicals
328	.412 Operating Supplies	\$10,000.00	-	\$12,000.00	specialty removal with crane truck
329	.440 Services	\$20,000.00	\$32,000.00	\$40,000.00	

	A	B	C	D	E
330	.460 Travel & Training	-	\$500.00	\$2,500.00	DEC seminars
331	.481 Fuel	\$4,000.00	\$4,000.00	\$4,500.00	diesel
332	.482 Maintenance/Repairs	\$5,000.00	\$5,000.00	\$5,000.00	lift truck inspection and repair
333	.801 General Retire	\$6,469.00	\$6,469.00	\$10,355.00	
334	.811 SS/Medicare	\$3,959.00	\$4,100.00	\$4,556.00	
335	.821 Wkr/Cmp/PR	\$3,548.00	\$4,612.00	\$5,833.00	
336	.841 Health Ins	\$11,735.00	\$11,735.00	\$10,500.00	
337	.842 Dental Ins	\$922.00	\$922.00	\$1,006.00	
338	.845 Vision - CSEA	\$150.00	\$150.00	\$283.00	
339					
340	Total Urban Forestry	\$117,538.00	\$134,804.00	\$155,587.00	
341					
342	A8810 Cemetery Maintenance				0 employees
343	.140 Holiday Pay	\$250.00	\$250.00	\$250.00	special burials
344	.150 Overtime	-		\$2,000.00	special burials, maintenance
345	.250 Other Equipment			\$20,000.00	new mower
346	.412 Operating Supplies	\$1,000.00	\$1,000.00		
347	.420 Gas	\$3,000.00	\$3,000.00	-	
348	.425 Electric	\$750.00	\$750.00	\$750.00	electric
349	.440 Services	\$750.00	\$750.00	\$750.00	burial consulting
350	.481 Fuel	\$500.00	\$500.00	\$1,000.00	gasoline and diesel
351	.482 Maintenance/Repairs	\$500.00	\$500.00	\$1,500.00	repair of truck and equipment
352	.811 SS/Medicare	\$19.00	\$20.00	\$172.00	
353					
354	Total Cemetery Maintenance	\$6,269.00	\$6,770.00	\$26,422.00	
355					
356	AL8160 Solid Waste Administration				
357	.110 Salary and Wages	\$132,565.00	\$137,562.00	\$104,730.00	1 foreman, 1 clerk, \$52,365 average
358	.120 Longevity & Incentive	\$100.00	\$100.00	\$200.00	
359	.130 Temp/Part Time	\$1,000.00	\$4,000.00	\$5,000.00	seasonal
360	.140 Holiday Pay	\$2,500.00	\$3,000.00	\$3,200.00	
361	.150 Overtime	\$1,500.00	\$5,000.00	\$7,500.00	special events, shift shortages
362	.210 Furniture/Fixtures	-	-	\$1,000.00	office needs
363	.220 Office Equipment	\$500.00	\$500.00	\$1,000.00	printers, toner, etc.
364	.411 Office Supplies	\$1,900.00	\$1,900.00	\$2,000.00	printing door hangers, promotions
365	.412 Operating Supplies	\$6,000.00	\$6,500.00	\$6,500.00	deodorants, paper products, plumbing supplies. Etc.
366	.430 Utilities	\$500.00	\$500.00	\$1,000.00	sewer and water
367	.440 Services	\$24,050.00	\$27,500.00	\$25,500.00	consulting, plumbing, electrical, printing streamline, surveying
368	.451 Cons Fees	-		\$2,500.00	for specific construction
369	.460 Travel and Training	\$300.00	\$500.00	\$1,500.00	DEC seminars
370	.490 Postage	\$4,700.00	\$4,700.00	\$5,000.00	streamline, twice per year
371	.801 General Retirement	\$15,273.00	\$20,407.00	\$20,974.00	
372	.811 SS/Medicare	\$10,531.00	\$11,135.00	\$9,228.00	
373	.821 Wkr/Cmp/PR	\$363.00	\$472.00	\$597.00	
374	.841 Health Ins	\$28,125.00	\$28,125.00	\$21,000.00	
375	.842 Dental Ins	\$2,293.00	\$2,293.00	\$2,012.00	
376	.845 Vision-CSEA Ins	\$444.00	\$500.00	\$567.00	

	A	B	C	D	E
377					
378	Total Solid Waste Administration	\$232,644.00	\$254,694.00	\$221,008.00	
379					
380	AL8162 Refuse Disposal				
381	.110 Salary/Wages	\$237,916.00	\$247,700.00	\$256,126.00	5 employees, 2 laborers, 2 operators, 1 weighmaster, \$51,225.20 average
382	.120 Sick Incentive	\$100.00	\$200.00	\$350.00	
383	.130 Temp/Part Time	\$10,000.00	\$25,000.00	\$30,000.00	.5 weighmaster, add per. Partime laborers
384	.140 Holiday Pay	\$6,500.00	\$7,500.00	\$7,500.00	
385	.150 Overtime	\$12,000.00	\$13,500.00	\$14,000.00	Saturdays, customer breakdowns, late trucks, etc.
386	.230 Vehicles	-		\$25,000.00	new pick up truck
387	.250 Other Equipment	\$13,200.00	\$13,200.00	\$13,500.00	ATV to access entire site
388	.412 Operating Supplies	\$120,000.00	\$127,000.00	\$120,000.00	cover soil, slag, scale parts, equipment parts
389	.420 Gas	\$6,000.00	\$6,000.00	\$6,000.00	heat
390	.425 Electric	\$7,000.00	\$7,000.00	\$7,000.00	electric
391	.430 Telephone	\$4,000.00	\$4,000.00	\$4,000.00	
392	.440 Service	\$131,000.00	\$135,000.00	\$131,000.00	consulting, freon removal, line flushing, radio service, UST testing, hauling
393	.450 Fees	\$1,500.00	\$1,500.00	\$1,500.00	DEC registration
394	.460 Travel & Training	-	\$500.00	\$1,000.00	DEC seminars
395	.481 Fuel	\$50,000.00	\$60,000.00	\$60,000.00	diesel
396	.482 Maint/Repairs	\$100,000.00	\$105,000.00	\$90,000.00	equipment repair, truck and trailer, tires, etc.
397	.801 General Retirement	\$28,387.00	\$37,936.00	\$53,548.00	
398	.811 SS/Medicare	\$20,388.00	\$21,900.00	\$23,560.00	
399	.821 Wrk/Cmp/PR	\$28,921.00	\$37,597.00	\$47,548.00	
400	.831 Unemp/Ins	-	-	-	
401	.841 Health Ins	\$56,250.00	\$56,250.00	\$52,500.00	
402	.842 Dental Ins	\$4,607.00	\$4,607.00	\$5,030.00	
403	.845 Vision - CSEA	\$750.00	\$750.00	\$1,417.00	
404					
405	Total Refuse Disposal	\$838,519.00	\$912,140.00	\$950,579.00	
406					
407	AL8164 Recycling				
408	.110 Salary and Wages	\$104,674.91	\$68,809.00	\$103,379.00	2 MEOs, \$51,689 average
409	.120 Sick Incentive	\$400.00	\$400.00	\$400.00	
410	.140 Holiday Pay	\$3,400.00	\$3,400.00	\$3,500.00	
411	.150 Overtime	\$3,000.00	\$3,000.00	\$3,500.00	
412	.250 Other Equipment	-	-	\$1,500.00	bins, cans, etc.
413	.412 Operating Supplies	-	-	\$1,500.00	first aid kit, gloves, uniform allowance
414	.440 Services	\$10,000.00	\$38,500.00	\$3,500.00	contractor haul material
415	.801 General Retirement	\$12,086.00	\$15,900.00	\$19,261.00	
416	.811 SS/Medicare	\$8,332.00	\$5,800.00	\$8,475.00	
417	.821 Wkr/Cmp/PR	\$11,819.00	\$15,365.00	\$19,431.00	
418	.841 Health Ins	\$28,125.00	\$28,125.00	\$15,750.00	
419	.842 Dental Ins	\$2,303.00	\$2,303.00	\$1,509.00	
420	.845 Vision - CSEA	\$375.00	\$375.00	\$425.00	
421					
422	Total Recycling	\$184,514.91	\$181,977.00	\$182,130.00	
423					

	A	B	C	D	E
424	AL8165 Solid Waste Management Campus				
425	AL8166 Methane Gas Utilities				
426	.110 Salary & Longevity	\$41,803.00	\$41,805.00	-	to municipal utilities
427	.150 Overtime	-	\$2,500.00	-	
428	.250 Other Equipment	\$7,500.00	\$7,500.00	-	
429	.412 Operating Supplies	\$4,000.00	\$7,500.00	-	
430	.425 Electric	\$60,000.00	\$40,000.00	\$25,000.00	
431	.440 Services	\$19,500.00	\$30,000.00	-	
432	.801 General Retirement	\$4,554.00	\$5,965.00	-	
433	.811 SS/Medicare	\$3,098.00	-	-	
434	.821 Wkr/Cmp/PR	\$4,537.00	\$5,898.00	-	
435	.841 Health Insurance	\$11,735.00	\$11,735.00	-	
436	.842 Dental Ins	\$922.00	\$922.00	-	
437	.845 Vision - CSEA	\$150.00	\$150.00	-	
438					
439	Total Solid Waste Management Campus	\$157,799.00	\$153,975.00	\$25,000.00	
440					
441	AL8167 Landfill Closure				
442	.551 Accr-Lndf	\$124,000.00	\$155,890.00	\$275,000.00	
443					
444	Total Landfill Closure	\$124,000.00	\$155,890.00	\$275,000.00	
445					
446	AL8168 Landfill Post - Closure (Accrual)				
447	.552 Landfill Post - Closure (ACCR)	\$119,000.00	\$127,547.00	\$185,000.00	
448					
449	Total Landfill Post - Closure	\$119,000.00	\$127,547.00	\$185,000.00	
450					
451	F8340 Transmission & Distribution				
452	.110 Salary and Wages	\$334,947.00	\$310,719.00	\$348,366.00	6.5 employees, .5 sup.,1 backflow,1 crew chief,1 HEO,1 MEO,2 water maint.
453	.120 Sick Incentive	\$350.00	\$350.00	-	\$53,594 average
454	.130 Temporary and Part Time	\$13,800.00	\$15,725.00	\$14,183.00	meter reader
455	.140 Holiday Pay	\$1,000.00	\$1,000.00	\$500.00	
456	.150 Overtime	\$12,000.00	\$15,000.00	\$25,000.00	
457	.220 Office Equipment	-	\$400.00	\$1,500.00	computer, printer
458	.250 Other Equipment	\$70,000.00	\$70,000.00	\$156,000.00	40 fire hydrants (\$2,220 per) backhoe (\$80,000)
459	.251 Residential Water Meters	-	-	-	
460	.411 Office Supplies	-	-	\$200.00	
461	.412 Operating Supplies	\$50,000.00	\$50,000.00	\$80,000.00	copper pipe, fittings, valves, stone
462	.430 Utilities	\$2,100.00	\$2,100.00	\$2,500.00	sewer and water
463	.440 Services	\$7,500.00	\$16,800.00	\$20,000.00	leak detection, pump service
464	.450 Fees	-	-	\$1,300.00	water licensing
465	.460 Travel and Training	-	\$1,000.00	\$2,500.00	continuing education
466	.481 Fuel	\$16,000.00	\$16,000.00	\$16,000.00	diesel and gasoline
467	.482 Maintenance/Repairs	\$35,000.00	\$25,000.00	\$30,000.00	equipment and vehicles
468	.801 General Retirement	\$40,704.00	\$53,633.00	\$67,471.00	
469	.811 SS/Medicare	\$27,700.00	\$26,000.00	\$29,686.00	
470	.821 Work/Cmp/PR	\$21,917.00	\$28,492.00	\$36,033.00	

	A	B	C	D	E
471	.841 Health Insurance	\$67,245.00	\$74,000.00	\$68,250.00	
472	.842 Dental Insurance	\$5,978.00	\$5,978.00	\$6,036.00	
473	.845 Vision - CSEA	\$1,044.00	\$1,200.00	\$1,701.00	
474					
475	Total Transmission & Distribution	\$707,285.00	\$713,397.00	\$907,226.00	
476					
477	G8120 Sanitary Sewers				
478	.110 Salary & Wages	\$366,144.00	\$334,620.00	\$367,328.00	7.5 employees, .5 sup., 2 MEO, 1 HEO, 2 laborers, 1 inspector, 1 maint. Work
479	.120 Sick Incentive	\$700.00	\$700.00	\$400.00	\$49,766 average
480	.130 Temporary & Part Time	-	-	-	
481	.140 Holiday Pay	\$1,000.00	\$1,000.00	-	
482	.150 Overtime	\$3,500.00	\$1,200.00	\$15,000.00	
483	.220 Office Equipment	-	\$400.00	-	
484	.250 Other Equipment	\$56,000.00	\$65,000.00	\$144,000.00	new main and lateral cameras, 6" pump
485	.412 Operating Supplies	\$60,000.00	\$73,800.00	\$80,000.00	stone, blacktop, vaults, pipe, manholes, etc.
486	.440 Services	\$15,000.00	\$9,850.00	\$15,000.00	welding, equipment rental (excavator, dozer)
487	.460 Travel and Training	-	\$200.00	-	
488	.481 Fuel	\$15,000.00	\$18,000.00	\$18,000.00	diesel and gasoline
489	.482 Maintenance and Repairs	\$33,500.00	\$33,500.00	\$48,500.00	
490	.801 General Retirement	\$43,530.00	\$58,865.00	\$66,546.00	
491	.811 SS/Medicare	\$28,408.00	\$25,950.00	\$29,279.00	
492	.821 Wkr/Cmp/PR	\$12,848.00	\$16,702.00	\$21,123.00	
493	.841 Health Ins	\$88,012.00	\$89,909.00	\$78,750.00	
494	.842 Dental Ins	\$6,900.00	\$6,900.00	\$7,546.00	
495	.845 Vision Ins - CSEA	\$1,194.00	\$1,194.00	\$2,126.00	

	A	B	C	D	E
1	Glossary				
2	Job Title	Grade	Employee Name	Department	
3	Heavy Equipment Operator	14	Myron Latanyshyn	Sewer	x
4		14	Jason Brown	Water	x
5		14	John McCarthy	Streets	x
6					
7	Water Distribution Crew Chief	16	Michael Delf	Water	x
8					
9	Motor Equipment Operator	12	John Gridley	Water	x
10		12	Ron Allen	Streets	x
11		12	Scott Herrick	Streets	x
12		12	John Hribick	Streets	x
13		12	Michael Justmann	Streets	x
14		12	Chris Diehl	Sewer	x
15		12	David Plish	Sewer	x
16		12	Seamus Rhodes	Streets	x
17		12	Dale Smith	Parks	x
18		12	Chris Goodwin	Parks	x
19					
20	Water Meter Service Worker	16	Thomas Sawyer	Water	x
21					
22	Water Maintenance Worker	12	Marc Tozzi	Water	x
23		12	Mike Weed	Water	x
24					
25	Laborer	9	Dan Dorobiala	Sewer	x
26		9	Richard Wild	Sewer	x
27		9	Michael Doyle	Casey Park	x
28		P/T	Jeff Moniz	Water	x
29		9	James Buschman	Parks	x
30		9	Andrew Humphrey	Parks	x
31		9	James Swartwood	Landfill	x
32		9	Vince Deangelis	Landfill	x
33		P/T	Michael Kowal	RSVP	x
34		9	Tim Murinka	Landfill	x
35		9	Jeremy Woodman	Landfill	x
36		9	Anthony Petrosino	Landfill	x
37		9	Kevin Nolan	Landfill	x
38		9	Ben Smith	Parks	x
39		9	Douglas Short	Landfill	x
40		P/T	August Checchini	Senior Citizens	x
41					
42	Senior Clerk	P/T	Patty Petrosino	Senior Citizens	x
43					
44	Custodian	9	Tom Squires	Buildings/APD	x
45		P/T	Vivian Rose	Buildings/City Hall	x
46		P/T	Kevin Giangreco	Buildings/City Hall	x
47		P/T	Ron Pease	Buildings/City Hall	x
48		P/T	Jacob Barr	Buildings/City Hall	x
49					
50	Head Custodian	13	Mark Malenick	Buildings/City Hall	x
51					
52	Tree Trimmer	15	Chris Maywalt	Urban Forestry	x
53					
54	Automotive Mechanic	15	Kevin Wilkinson	Central Garage	x
55		15	John Bell	Central Garage	x
56					
57	Head Mechanic	17	Kevin McQueeney	Central Garage	x
58					
59	Clerk	P/T	Antonia Deyneka	RSVP	x
60		5B	Angelina McLeod	Landfill	x
61		5B	Stacie Roberts	Central Garage/Parks	x
62					
63	Sign Maintenance Worker	15	Ricky Smith	Streets	x
64					
65	Account Clerk	9C	Erica Turner	Parks & Rec Admin	x
66					

	A	B	C	D	E
67	Labor Foreperson	16	Robert Mitchell	Streets	x
68		16	Donnie Valentino	Parks	x
69					
70	Sewer Inspector	14	Tom Quimby	Sewer	x
71					
72	Water/Sewer Supervisor	15	Tom Gabak	Water/Sewer	x
73					
74	Sewer Maintenance Worker	12	Greg Holbert	Sewer	x
75					
76	Senior Building Maintenance Mechanic	19	Ormie King	Casey Park	x
77					
78	Recreation Maintenance Worker	12	Anthony Lupo	Casey Park	x
79		12	Jeff Brown	Hoopes Park	x
80		12	Brian Rhodes	Falcon Park	x
81					
82	RSVP Coordinator	10	MaryAnn Kolo	RSVP	x
83					
84	Landfill Operator	16	Thomas Nolan	Landfill	x
85		16	Steve Warner	Landfill	x
86					
87	Weigh Scale Operator	13	Karen Tarr	Landfill	x
88		P/T	Danielle Abar	Landfill	x
89					
90	Sanitation Foreman	17	John Montgomery	Landfill	x
91					
92	Landfill Supervisor	15	Scott Emerson	Landfill	x
93					
94	Motor Equipment Operator Grade II	13	Robert Harris	Landfill	x
95		13	Robert Pickard	Landfill	x
96		13	Jeremy Hutson	Landfill	x
97		13	Eric Lepak	Landfill	x
98		13	Dan Sincebaugh	Landfill	x
99					
100	Superintendent of Public Works	28	Michael Talbot	Public Works	x

HEAVY EQUIPMENT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the operation of specialized heavy equipment used in highway repair, construction and maintenance projects and other public works activities. This class differs from that of Motor Equipment Operator due to the more complex nature of equipment operated requiring greater skill along with increased responsibility for safety of others. Additionally, an incumbent may perform other activities in connection with the job such as routine lubrication and maintenance of equipment and general laboring tasks. The work is performed outdoors at times in adverse weather conditions under general supervision from a Public Works Supervisor or Sanitation Supervisor some freedom allowed to exercise independent judgement in carrying out the work judgment within established guidelines. Supervision of a straw boss nature may be exercised over the work of Laborers and Motor Equipment Operators or other laboring class employees depending on the project. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a wide variety of heavy motor equipment and maintenance of highways and other public works projects;

Operates snow removal equipment including plows, heavy trucks (10 wheel trucks-double axle), back-hoes, front-end loaders and bulldozers;

Operates all types of trucks when assigned, including tractor-trailer trucks;

Services assigned equipment and performs manual tasks related to motor equipment operation;

Performs a variety of manual tasks such as cutting and trimming trees, road patching, cleaning culverts, shoveling snow, painting, sweeping and any other assigned task when not operating equipment;

May operate chain saws in cutting and trimming trees;

May use a variety of hand tools such as shovels, picks, axes, rakes, etc., in performance of duties;

Loads and unloads vehicles;

Performs manual work assigned within departmental operations when not engaged in equipment operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and maintenance of a variety of heavy or specialized automotive or construction equipment;

Good knowledge of city geography;

Ability to operate automotive and construction equipment;

Ability to understand and carry out oral and written instructions;

Ability to supervise the work of others on assigned projects;

Ability to understand assigned equipment operational and servicing information;

Mechanical aptitude;

Willingness to respond to emergencies and work under adverse weather conditions;

Good hand and eye coordination;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in the operation of heavy automotive equipment or highway construction maintenance.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's License appropriate for the vehicles operated.

WATER DISTRIBUTION CREW CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing and overseeing a group of workers performing construction, installation, maintenance, or repair tasks related to the municipal water distribution system and water service lines connected to the water distribution system. The position may involve participation in the performance of construction and maintenance activities requiring the operation of various types of motor equipment. The work is performed under the general supervision of a Water Maintenance Supervisor or Water Distribution System Operator, with great leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over assigned subordinates. The incumbent is responsible for preparing appropriate reports and records associated with the performance of daily duties, and does related work, as required.

TYPICAL WORK ACTIVITIES:

Oversees the installation and replacement of water mains;
Oversees the installation, replacement, or repair of water services, including proper tapping and assembly techniques;
Responds to reports of possible water line leaks or water main breaks and makes decisions for assembling and mobilizing required personnel and equipment;
Oversees and is responsible for the proper repair of broken or leaking water mains;
Takes the lead for a number of maintenance and repair oriented tasks including, but not limited to, hydrant maintenance, gate valve maintenance, hydrant flushing, and reservoir maintenance and repair activities;
Prepares activity records and reports;
Operates a vehicle and motorized equipment such as backhoes, loaders, and dump trucks in connection with the above work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Strong knowledge of the practices, tools, and terminology associated with routine municipal water distribution system operation and maintenance. The incumbent must be familiar with the safe and proper methods of working with and around pressurized pipelines, and have a thorough knowledge of available repair sleeves,

WATER DISTRIBUTION CREW CHIEF - Continued.

couplings, and fittings. The incumbent must have a good knowledge of the geography of the City; the ability to lay out and lead the work of others; the ability to understand and follow written and oral instructions; the ability to work well with others; the ability to prepare activity reports and records; must be dependable and willing to work under severe weather conditions and respond to emergencies; and must be in physical condition commensurate with the demands and duties associated with the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.
One year of experience in the performance of duties associated with the repair and maintenance of a public water distribution system.

SPECIAL REQUIREMENTS:

Possession of a valid New York State operator's license appropriate for the vehicles operated.

(CLASS D)WATER OPERATORS LICENSE

MOTOR EQUIPMENT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the operation of a variety of equipment used in road building, construction and general public works maintenance projects. The incumbent is required to perform recurring manual duties related to operation of the equipment and other duties as assigned when not operating equipment. Additionally, an incumbent performs simple vehicle upkeep including lubrication and maintenance of equipment fluid levels. The work is performed outdoors at times in adverse weather conditions under general supervision from a Public Works Supervisor or Sanitation Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates single and double axle trucks in connection with highway maintenance or other public works projects;

Operates all vehicles and equipment allowed with Class B New York State Commercial Drivers License;

Operates snow plow or other truck-mounted snow removal equipment;

Operates rollers, roll off trucks, tractors, bucket loaders, sweepers and pavement stripers as required;

Performs minor mechanical repairs or servicing of automotive equipment;

May, on assignment, operate bulldozer, backhoe, front-end loader or other type heavy automotive equipment;

Services assigned equipment and performs manual tasks related to motor equipment operations;

Loads and unloads trucks;

May, on assignment, perform other public works related activities including tapping water mains, installing water services and replacing and repairing fire hydrants, water valves, water mains and meters;

Performs a variety of manual tasks such as cutting trees, road patching, cleaning culverts, scraping and painting, snow shoveling and any other tasks when not operating equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of a variety of medium automotive and construction equipment;

Working knowledge of public works projects and activities;

Ability to operate automotive and construction equipment;

Ability to perform public works activities related to the repair and maintenance of water transmission and distributions and streets and buildings;

Ability to understand and carry out oral and written instructions;

Mechanical aptitude;

Willingness to respond to emergencies and work under adverse weather conditions;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid Class B New York State Commercial driver's license.

Revised 3/4/10

WATER METER SERVICE WORKER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the installation, maintenance, repair, rebuilding, testing and reading of water meters and automated meter reading equipment and cross connection control. An incumbent has frequent contact with the public. The work is performed under the general supervision of a Public Works Supervisor with considerable freedom allowed for independent judgment in scheduling and carrying out the work. An incumbent exercises no supervision.

TYPICAL WORK ACTIVITIES:

Installs, maintains, repairs, rebuilds, tests and reads various-sized water meters and automated meter reading equipment utilizing automated meter reading equipment;

Maintains detailed records and logs of water meter installation, maintenance, repair and testing related activities;

Meets with water consumers to investigate complaints and inspect water meters and internal plumbing for excessive water consumption;

Evaluates and cross connections, determines the degree of hazard, and assesses need for installation of containment back-flow prevention devices, and determines;

Installs, maintains and repairs back-flow prevention devices;

Tests back-flow devices on an annual basis;

Inspects meter and cross connections for compliance with installation plans;

Collects and transmits information regarding back-flow prevention projects to architectural and engineering firms, plumbing contractors and State and County Health Departments;

Reports orally to the Public Works Supervisor as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

WATER METER SERVICE WORKER – contd.

Good knowledge of the principles and practices related to water meter and back-flow prevention device installation, maintenance, repair, testing and reading;

Good knowledge of the tools and equipment used in water meter and back-flow prevention device installation, maintenance, repair, testing and reading including automated meter reading equipment;

Good knowledge of keeping records and logs;

Good knowledge of city geography;

Good knowledge of the city's water transmission and distribution system;

Working knowledge of architectural, engineer, contracting and plumbing firms involved with the construction of back-flow prevention devices;

Ability to install, maintain, repair, test and read water meters and back-flow prevention devices;

Ability to use tools and equipment related to installing, maintaining, repairing, testing and reading water meters and back-flow prevention devices including automated meter reading equipment;

Ability to maintain detailed records and logs;

Ability to effectively orally communicate and interact with the public;

Ability to understand and follow written and oral instructions;

Ability to work independently in scheduling and performing work;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years of experience performing skilled plumbing or water maintenance related work that involved ongoing contact with the public.

WATER MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing semi-skilled plumbing type duties related to installation, maintenance and repair of a city water transmission and distribution system. An incumbent also may perform a variety of laborer-type activities related to the city's water transmission and distribution system. The work is performed under the direct supervision of a Public Works Supervisor through the oversight of a Foreperson with some freedom allowed for exercising independent judgment in carrying out the work. An incumbent exercises no supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Installs and maintains water mains and other water transmission and distribution system components including hydrants, fire lines, valves and pumps;

Makes taps on water mains for customer services;

Locates leaks, installs clamps and sleeves and makes other emergency repairs to water mains including the use of electronic leak detection equipment;

Performs readings of and installs and replaces water meters as required;

Tests and repairs back-flow prevention devices as required;

Pressure tests and chlorinates water mains;

Flushes hydrants and operates bleeders;

Reads and interprets maps and technical drawings to locate water mains and lines;

Performs a variety of manual work;

May operate motor and stationary equipment including, trucks, air compressors, drills and thawing machines;

Responds to complaints regarding the water transmission and distributions system and/or emergency repair calls and diagnoses and resolves problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

WATER MAINTENANCE WORKER – contd.

Good knowledge of the principles and practices, terminology and safety precautions related to the installation, repair and maintenance of a water transmission and distribution system;

Good knowledge of the tools, equipment and materials related to the installation, repair and maintenance of a water transmission and distribution system;

Good knowledge of city geography including the location of water mains, lines and hydrants;

Working knowledge of city ordinances related to water transmission and distributions;

Ability to perform semi-skilled plumbing activities related to water transmission and distribution;

Ability to use equipment related to the installation, maintenance and repair of a water transmission and distribution system including water meters; chlorinators, electronic lead detection equipment, back-flow devices, valves and pumps;

Ability to read and interpret maps and technical drawings;

Ability to understand and follow oral and written instructions;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

One (1) year of experience as a plumbers helper or other occupation performing semi-skilled plumbing work

SPECIAL REQUIREMENTS:

Possession of a New York State Department of Health certified Back-flow Prevention Device Testers License.

LABORER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of general laboring or construction tasks that require physical endurance and a willingness to perform arduous tasks. An incumbent generally uses hand and power tools to perform the work but may occasionally operate motor equipment under close supervision of a qualified operator. An incumbent's duties and responsibilities vary depending upon location. The work is performed under direct supervision of a Public Works Supervisor, Sanitation Supervisor or other city employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of manual labor tasks subject to adverse weather conditions and often in an unpleasant environment;

Rakes and shovels asphalt to patch potholes or assist in the paving of roads;

Assists in the installation, maintenance and repair of sidewalks or other projects by shoveling, jackhammering, laying forms, and pouring cement;

Assists in the cleaning of sanitary and storm sewers by making sure that vacuum lines are operating properly;

Loads and unloads trucks;

Cuts brush, removes dead trees, plants grass, and mows lawns;

Cleans debris from parking lots and culverts;

Shovels snow and spreads salt;

Operates power tools and equipment such as saws, mixers, jackhammers and mixers;

Acts as a flag person on street jobs;

Assists in the installation, maintenance, and repair of pipeline by excavating, laying pipe, and backfilling;

Removes sludge and ash as needed from the waster water treatment plant and monitors and performs basic maintenance to pumps, belts, and other treatment plant equipment;

Washes, cleans and removes filtration sand at the water filtration plant;

LABORER – contd.

Boards up windows of abandoned or condemned houses;

Picks up garbage, recyclables and white goods from curbs of city streets;

Prepares and cleans ice at city-owned ice rink;

Assembles and disassembles snow fence;

Assembles, disassembles and replaces city playground equipment;

Cleans vehicles and buildings;

Operates motor equipment on a relief, emergency, or trainee basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the care and use of common hand and power tools used in maintenance and construction and the assembly and disassembly of snow fences and playground equipment;

Working knowledge of the city's Public Works Department and Municipal Utilities Departments;

Ability to perform routine physical labor;

Ability to perform basic maintenance of equipment;

Ability to follow oral instructions;

Willingness to work in inclement weather and unpleasant environments;

Physical strength and endurance;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the independent performance of standard clerical tasks and the use of computer software to enter and retrieve information. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. The work is performed under general supervision and an incumbent may train lower level clerical workers. The work of this class differs from that of Clerk by the complexity of work assignments and the independence of action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides routine office information to vendors, sales representatives and agency personnel, assists other staff members in moderately complex recordkeeping procedures;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Maintains a variety of records, which may include but are not limited to purchasing files, inventory, bid responses, requisitions, and budget code information for employee health, dental and life insurance programs as well as retirees' health insurance contributions;

Collects and prepares data for inclusion in department reports;
Reviews documents for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations;

Monitors agency record keeping system for proper maintenance (both manual and computerized);

Contacts by telephone and correspondence clients, vendors, and/or insurance carriers to obtain additional information or to update information;

Processes claims, verifies the accuracy of billing and researches the status of bills;
May operate a motor vehicle;
Answers telephone and takes messages or provides callers with general information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office terminology, procedures, equipment and business

SENIOR CLERK – contd.

English;

Good knowledge of the principles and practices of computerized records maintenance;

Good knowledge of modern methods used in record keeping;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complicated oral instructions and/or written

directions;

Ability to establish and maintain effective working relationships with others;

Ability to perform close, detail work involving considerable visual effort and concentration;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years of clerical experience.

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive work responsible for efficiently and economically performing building cleaning duties and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to well established routines. An incumbent may be responsible for the cleanliness and minor maintenance in municipal buildings or a small school building or work under supervision of a higher ranking employee at a larger school. Lead and participate supervision may be exercised over the work of small crew of custodial workers on an assigned shift. This position is distinguished from a Custodial Worker by the increased amount of minor maintenance responsibilities, independence of action and the responsibility for ensuring the building is secure. Duties will vary dependent on the season and nature of the school year and session. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Open and unlock building, close, lock and secure building, maintains keys;

Sweeps, mops and waxes floors, washes walls, windows and blackboards,

cleans erasers, dusts and performs other cleaning duties;

Cleans and mops lavatories and locker rooms;

Dusts desks, woodwork, furniture and other equipment;

Removes snow and ice from walks and driveways;

Makes minor repairs to furniture, electrical fixtures, windows and window shades,

locks, faucets, heating system and other equipment,

Gathers and empties waste baskets and disposes of refuse;

Repairs window shades, replaces light bulbs, soap and towels and replaces

filters in vents;

Arranges chairs and tables and other equipment for special use of

building;

Mow lawns, trim shrubs, rake leaves, and perform of other groundskeeping tasks

as assigned;

Receives, moves and stores incoming supplies;

May be assigned to lead and participate with a small crew of Custodial Workers
on an assigned shift;

May be assigned to provide guidance to Custodial Workers on the proper uses of
heavy mechanical equipment in stripping, waxing and polishing floors;

May assist in the operation and maintenance of an oil or gas fired low pressure
heating system;

May be required to wash outside windows at heights;

May sand and repair desks, tables and chairs;

May assist in making minor plumbing carpentry and electrical repairs;

May load and unload trucks;

Performs a variety of errands and related custodial tasks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS. ABILITIES AND PERSONAL
CHARACTERISTICS:**

Working knowledge of building cleaning practices, supplies and equipment, and
ability to use them economically and efficiently:

Ability to acquire knowledge of the operation and maintenance of building
heating equipment;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and
perform a variety of routine maintenance tasks;

Ability to understand and carry out simple oral and written directions;

Ability to get along well with others;

Willingness to perform custodial and other manual tasks;

Mechanical aptitude, thoroughness, dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of experience performing building cleaning tasks, including the performance of routine minor maintenance tasks or one (1) year of experience in the areas such as minor plumbing, carpentry and/or electrical repairs.

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing the cleaning, maintenance and heating operation of a large building or a number of smaller buildings and related facilities. The work is performed under general supervision of the Director of Facilities and Transportation or other administrator with leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. This class differs from that of Senior Custodian and Custodian in that there are more administrative and supervisory responsibilities. Supervision is exercised over the work of custodial and maintenance personnel assigned to the building. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and assigns maintenance, cleaning and custodial work of subordinate personnel;

Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and makes recommendations for improvements of methods or new equipment;

Supervises the operation and regulation of heating and air conditioning plant equipment and other electrical and mechanical equipment;

Plans, supervises, and participates in building cleaning and minor maintenance activities;

Responds to repair work orders, insures repairs are completed and makes final inspection;

Checks to ensure that building is properly heated, cleaned, locked, unlocked and in readiness for all regular activities or special events;

Maintains inventories and prepares requisitions for equipment and supplies;

Reports any acts of vandalism or breakage to building principal or Director of Facilities and Transportation;

Keeps time records for maintenance and cleaning personnel;

Prepares and maintains a variety of records and reports related to the work;

Participates in maintenance and custodial duties as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building maintenance and cleaning practices, supplies and equipment;

Good knowledge of the operation and maintenance of building heating equipment;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;

Ability to understand and carry out oral and written instructions;

Ability to plan and supervise the work of others;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of experience performing building cleaning tasks including the performance of routine maintenance tasks, one (1) year of which shall have been in a supervisory capacity.

TREE TRIMMER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing skilled work related to pruning, trimming, planting, transplanting, felling and removing trees in a municipality. An incumbent operates motor equipment in the performance of his or her duties. The work is performed under the general supervision of the Superintendent of Public works with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent may serve as a lead worker in tree related work involving other public work employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Trims, thins and tops trees including removing dangerous limbs utilizing an aerial ladder truck and a chain saw and other pruning devices such as ropes, pruning poles and files;

Fells large trees;

Braces and cables large leaders and limbs;

Inspects trees for disease or damage and reports on their condition to the Superintendent of Public Works;

Diagnoses and treats damaged or diseased trees including applying tree wound dressings;

Educates and interacts with the public regarding tree related questions;

Serves as lead worker in tree related projects involving other city employees;

Plants and transplants trees;

Operates a backhoe and a truck to remove and transport tree stumps or transplanted trees;

Keeps records related to tree trimming, removal, transplanting and other work-related activities;

Reports orally and in writing to the Superintendent of Public Works as required.

TREE TRIMMER – contd.**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of arboricultural and urban forestry including the planting, growth, maintenance and protection of trees;

Good knowledge of principles and practices of rigging ropes, cables and pulleys used in trimming, removing and bracing trees;

Working knowledge of record keeping;

Ability to performed skilled-work related to pruning, trimming, planting, transplanting, felling and removing trees;

Ability to operate work-related equipment including chain saws, pruning poles and files;

Ability to operate an aerial truck and a back-hoe;

Ability to act as a lead worker in projects involving other employees;

Ability to maintain work records;

Ability to communicate effectively both orally and in writing;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school diploma and two (2) years of experience caring for trees that included trimming, pruning, felling and planting and transplanting trees.

Note: Successful completion of coursework in arboriculture, forestry, urban forestry or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience up to one year.

Special Requirement:

TREE TRIMMER – contd.

Possession of an appropriate level New York State Driver's license at time of appointment.

AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing skilled repairs and adjustments to a variety of automotive, motor, heavy and stationary equipment including both diesel and gasoline powered vehicles and equipment. An incumbent maintains and repairs fuel injection and supercharging systems common to diesel engines as well as making overall repairs to a wide range of heavy equipment commonly used in public works construction and maintenance. An incumbent also maintains repairs and inspects vehicles operated by other city departments. This position differs from that of Head Mechanic by virtue of the fact that an incumbent performs a less high level of technical repair and maintenance work than does the Head Mechanic. Also, unlike the Head Mechanic, an incumbent is not responsible for overseeing the work of other Mechanics and is not involved either in recommending vehicle replacement or record keeping that allocates repair and maintenance costs to various city departments. The work is performed under the guidance of a Head Mechanic as well as the general supervision of the Superintendent of Public Works with some freedom allowed for exercising independent judgement in carrying out the work. An incumbent exercises no supervision, however, he or she may instruct Automotive Mechanic Helpers in diesel and gasoline equipment repair and adjustment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs skilled operations in repairing, adjusting and overhauling diesel and gasoline powered motor equipment including automobiles, trucks, front-end loaders, bulldozers and backhoes;

Repairs and replaces oil and fuel pumps, alternators, fuel injectors, superchargers and water pumps;

Replaces engine block cylinder liners;

Installs replacement main bearings and crankshafts;

Adjusts connecting rods and bearings;

Diagnoses trouble and repairs or overhauls, brakes, transmissions, clutches, electrical and hydraulic systems, front and rear axles;

Adjusts steering mechanisms, aligns wheels and repairs vehicle bodies and frames;

Inspects vehicles in accordance with the NYS Department of Motor Vehicle regulations;

Maintains and repairs sand spreaders, arc welders, portable compressors, and other power equipment;

Operates a variety of vehicles, motor, heavy and stationary equipment to determine problems and insure repairs are made properly;

AUTOMOTIVE MECHANIC – contd.

Maintains inspection and service records;

Mounts and dismounts snowplow blades and other auxiliary equipment;

May use an arc welder or acetylene torch to make repairs;

May instruct others in diesel and gasoline engine servicing and maintenance procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices related to diesel and gasoline engines and methods associated with their maintenance, adjustment and repair;

Good knowledge of terminology, tools, equipment and safety precautions associated with automotive and equipment maintenance, adjustment and repair;

Good knowledge of the safe and efficient operation and maintenance of repair shop equipment;

Working knowledge of machine shop procedures;

Ability to make repairs to diesel and gasoline powered vehicles and equipment;

Ability to accurately diagnose mechanical, electrical and hydraulic problems for gasoline and diesel powered equipment,

Ability to read and interpret technical motor equipment repair manuals, circuit diagrams and blueprints;

Ability to understand and follow oral and written instructions;

Ability to operate motor and heavy equipment safely and in accordance with vehicle and traffic laws;

Ability to weld and operate machine shop equipment;

Ability to maintain records related to equipment inspection and repair;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Two (2) years experience performing skilled repairs and adjustments to a variety of automotive, motor, heavy and stationary equipment including both diesel and gasoline powered vehicles and equipment; or

AUTOMOTIVE MECHANIC – contd.

(b) Graduation from a high school technical or vocational program in motor equipment mechanics and one (1) year of experience as defined in (a).

NOTE: Successful completion of a certified training course in diesel engine repair offered by a New York State approved technical training institute may be substituted for one (1) year of experience described above.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Department of Motor Vehicles license appropriate to the vehicles or equipment operated.

HEAD MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for leading and participating in skilled repairs and adjustments to a variety of automotive, motor, heavy and stationary equipment including both diesel and gasoline powered vehicles and equipment. An incumbent maintains and repairs fuel injection and supercharging systems common to diesel engines as well as making overall repairs to a wide range of heavy equipment commonly used in public works construction and maintenance. An incumbent also maintains, repairs and inspects vehicles operated by other city departments. This position differs from that of Head Mechanic by virtue of the fact that an incumbent performs more highly technical repairs and maintenance than that performed by a Mechanic. Also, an incumbent is responsible for overseeing the work performed by the Mechanics as well as recommending vehicle and equipment purchases and maintaining records allocating maintenance and repair costs to various city departments. The work is performed under the general supervision of the Superintendent of Public Works with considerable freedom allowed for exercising independent judgement in carrying out the work. An incumbent exercises no supervision, however, he or she oversees the work of Automotive Mechanics and Automotive Mechanic Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules maintenance and repair to all city vehicles;

Assigns repair tasks to Mechanics and Mechanic Helpers and inspects work in progress and upon completion;

Performs complex and technically difficult operations in repairing, adjusting and overhauling diesel and gasoline powered motor equipment including automobiles, trucks, front-end loaders, bulldozers and backhoes;

Leads and participates in the maintenance and repair of diesel and gasoline motor-equipment performed by the Mechanics and Mechanic Helpers including maintenance and repair of engines, bears, crankshafts, connecting rods, brakes, transmissions, clutches, electrical and hydraulic systems, front and rear axles, steering mechanism and vehicle bodies and frames;

Leads and participates in the operation of a variety of vehicles, motor, heavy and stationary equipment to determine problems and insure repairs are made properly;

Researches vehicle specifications including meeting with salespersons and meets with the Superintendent of Public Works and Public Works Supervisors to discuss and recommend vehicle replacements;

Receives work-orders from Mechanics and Mechanic Helpers and maintains repair and maintenance records including costs of parts and labor;

HEAD MECHANIC – contd.

Creates reports regarding vehicles repaired and submits reports to the City Manager as well as the department heads of departments having vehicles maintained or repaired;

Researches costs of vehicle parts and orders and inventories parts;

Inventories and orders New York State Inspection stickers;

Maintains and repairs at an off-site location the police vehicles used for undercover narcotics work and reports cost to the Police Department;

Schedules all contracted-out repair of city vehicles and keeps records of the costs;

Inspects vehicles in accordance with the NYS Department of Motor Vehicle regulations;

Reviews daily reports of Motor Equipment Operators and Heavy Equipment Operators to ascertain worthiness of vehicles for Public Works operations;

Inspects all city taxis for operational worthiness and safety;

Inspects for police detectives those vehicles involved in accidents and prepares and submits a report to the police regarding his/her findings;

Instructs high school students in the maintenance and repair of lawnmowers and motor and heavy equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge of the principles and practices related to diesel and gasoline engines and methods associated with their maintenance, adjustment and repair;

Thorough knowledge of terminology, tools, equipment and safety precautions associated with automotive and equipment maintenance, adjustment and repair;

Thorough knowledge of the safe and efficient operation and maintenance of repair shop equipment;

Good knowledge of machine shop procedures;

Working knowledge of work and cost related record keeping;

Ability to lead and participate in the repair of diesel and gasoline powered vehicles and equipment;

Ability to accurately diagnose complex mechanical, electrical and hydraulic problems for gasoline and diesel powered equipment,

HEAD MECHANIC – contd.

Ability to maintain records related to motor equipment inspection, maintenance, and repair of motor equipment including cost;

Ability to read and interpret technical motor equipment repair manuals, circuit diagrams and blueprints;

Ability to understand and follow oral and written instructions;

Ability to operate motor and heavy equipment safely and in accordance with vehicle and traffic laws;

Ability to weld and operate machine shop equipment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited New York State college or university with an Associate's degree or certificate in motor equipment technology or mechanics and two (2) years of experience performing skilled repairs and adjustments to a variety of automotive, motor, heavy and stationary equipment including both diesel and gasoline powered vehicles and equipment; or
- (b) Graduation from a high school technical or vocational program in motor equipment mechanics and three (3) years of experience as defined in (a); or
- (c) Four (4) years of experience as defined in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENTS:

Possession of a valid New York State Department of Motor Vehicles license appropriate to the vehicles or equipment operated.

CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standard clerical tasks including the use of a personal computer and other office equipment. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. This position differs from Senior Clerk in that duties of a Clerk involve less complex operations than a Senior Clerk and tend to be routine in nature. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and organizes work to be processed and recorded;

Contacts clients, vendors, and/or insurance carriers to obtain additional information or to update information;

Answers telephone and takes messages or provides callers with general information;

Prepares, stores and retrieves lists and documents;

Updates and stores department forms on a computer using word processing software;

Orders office supplies and maintains inventory of supplies and equipment;

Sorts, date stamps and distributes mail and packages;

Maintains alphabetic, numeric and/or chronological files of correspondence,

documents and materials by coding and filing new material, searching for

requested material and periodically purging obsolete material;

Makes copies of letters, files and reports;

Schedules meetings and appointments;

May serve as a receptionist and greet clients and/or visitors;

May enter and retrieve information using computer database/spreadsheet software;

May collect fees and account for monies received;

May prepare and maintain time records and payroll data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern office terminology, procedures, equipment and business

English;

Working knowledge of the principles and practices of computerized records

maintenance;

Ability to perform close, detail work involving considerable visual effort and

concentration;

Ability to understand and follow oral and written instructions;

Ability to maintain neat and legible records;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

SIGN MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the fabrication, painting and installation of traffic signs and the painting of traffic control markings in accordance with New York State and city laws and regulations. An incumbent also fabricates, modifies and/or makes repairs to other city signs, vehicles and equipment as required. He or she operates both computerized and manual tools and equipment including plasma cutters, welding and machine shop equipment. On occasion, and incumbent may operate other Public Works Department equipment. The work is performed under the general supervision of the Superintendent of Public Works and guidance of a Foreman with considerable freedom allowed for exercising independent judgement in carrying out the work. An incumbent exercises no supervision however, he or she may lead and participate in work involving other employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Fabricates, paints and installs traffic signs and poles utilizing a variety of computerized and manual tools and equipment including a plasma cutter, welding equipment and machine shop tools and equipment;

Operates a paint machine to paint lines separating traffic lanes, enclosing crosswalks and other traffic control lines and markings;

Fabricates other city signs and modifies and/or repairs or performs body work to other city equipment and city vehicles utilizing welding and machine shop tools and equipment;

Inventories and orders supplies and parts used in sign fabrication and maintenance, traffic control markings and other fabrication activities;

Consults with Police Department regarding authorization and placement of street signs and traffic control markings;

Keeps a log of signs replaced or maintained;

Leads and participates in work involving Laborers and/or temporary and seasonal employees;

Prepares sign surfaces and other surfaces for painting utilizing wire-brushes, and varnish and paint removers and mixes and prepares paints;

Operates one or more types of motor equipment on an occasional basis.
SIGN MAINTENANCE WORKER – contd.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of metal fabrication work and machine shop repair work;

Good knowledge of tools, equipment and materials used in sign fabrication and maintenance, machine shop and other metal fabrication work and the painting of traffic control markings;

Good knowledge of State and local laws and regulations regarding the fabrication and installation of street signs;

Good knowledge of city streets;

Working knowledge of inventorying and ordering supplies;

Working knowledge or record keeping or log keeping;

Ability to operate computerized and manual tools and equipment used in sign fabrication and maintenance, other metal fabrication and machine shop work and traffic control painting including plasma cutters, welding equipment, and paint machines;

Ability to understand and follow oral and written instructions;

Ability to lead and participate in work involving other5 employees;

Physical ability commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of experience performing skilled metal fabrication work that included the use of welding and machine shop tools and equipment.

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standard account-keeping procedures in maintaining and checking financial accounts and records. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The incumbent works under supervision on routine assignments that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;

Verifies all calculations and codes on documents;

Posts figures to appropriate accounts through a computer and verifies all data entered;

Prepares correspondence, documents, records and other written material in draft form using hand written rough draft, oral recordings or data from various equipment as source data;

Reconciles all entries, both credits and debits;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Operates a computer to produce data needed for state and federal reimbursement claims;

Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;

ACCOUNT CLERK – contd.

2

Deposits bank receipts and transacts other bank business;

Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information;

Provides routine information orally or in writing in response to inquires on financial records;

Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;

Receives, balances and audits payroll time records;

Operates calculator, computer terminal and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISITCS:

Good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software;

Working knowledge of office terminology, procedures, equipment and business English;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;

Ability to make arithmetic computations involving fractions, decimals and percentage accurately;

Ability to deal effectively with the public;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret oral instructions and/or written directions;

ACCOUNT CLERK – contd.

2

Ability to perform close, detail work involving considerable visual effort and concentration;

Clerical aptitude;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of clerical experience maintaining financial accounts and records.

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.

LABOR FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for supervising the activities and participation in work within the divisions of the Department of Public Works. An incumbent in this position is responsible for staff and equipment assignment and ensures the work is done in an efficient and timely manner according to established policies and procedures. The work is carried out under the direct supervision of a Public Works Supervisor or the Superintendent of Public Works with some freedom allowed for exercising independent judgement in carrying out the work. An incumbent exercises direct supervision over Department of Public Works Laborer's, Seasonal Laborer's, Motor Equipment Operators, Heavy Equipment Operators Mechanics and Maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and monitors crew activity and equipment related to confined space entry in
sewer and/or water mains;

Oversees the smoke and dye testing of sewer systems as well as the excavation and
repair of sewer lines, catch basins and water mains and hydrants;

Leads and participates in the daily construction, installation, maintenance and repair of
sewers, catch basins and drains;

Leads and participates in the daily construction, installation, maintenance and repair of
streets and sidewalks;

Leads and participates in the daily construction, installation, maintenance and repair of
water mains, hydrants, and gate valves;

Leads and participates the city's street cleaning operations when assigned;

Leads and participates in the city's grass cutting and tree trimming operations;

Leads and participates in the city's snow removal, sanding and salting operations;

Leads and participates in the installation and maintenance of traffic control devices
including signs and painted street and crosswalk markings when assigned;

Leads and participates in the distribution and setup of pumping units during flooding;

Operates motor and heavy equipment including forklifts, backhoes and front-end loaders as needed;

Performs hands-on construction, installation, maintenance, repair and cleaning work as necessary including locating of underground mains and leak detection;

Keeps basic records of public works project activities;

Reports orally to a Public Works Supervisor or the Superintendent of Public Works as required.

Maintains a variety of records pertaining to Department of Public Works Activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices including safety principles and practices related to public works installation, construction, maintenance and repair work and projects involving streets and sidewalks, water and sewer mains, catch-basins, tree trimming and removal, and snow and ice removal;

Good knowledge of the terminology, materials and equipment related to public works installation, construction, maintenance and repair work and projects involving streets and sidewalks, water and sewer mains, catch-basins, tree trimming and removal, flooding, and snow and ice removal;

Good knowledge of city geography including the location of streets, sewers, water mains, catch-basins and hydrants;

Ability to plan and supervise the work of others

Ability to lead and participate in public works projects;

Ability to understand and follow oral and written instructions;

LABOR FOREPERSON – contd.

3

Ability to read, interpret and work from maps, blueprints, and technical drawings;

Ability to operate motor and heavy equipment;

Ability to maintain work records;

Ability to effectively communicate orally;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a closely related field and one (1) year of experience in public works installation, construction, maintenance and repair work and projects that involved the operation of motor & heavy equipment.
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience as defined in (a); or
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above.

Special Requirement: Possession of a valid New York State driver's license appropriate to the vehicles operated.

SEWER INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for inspection of city storm and sanitary sewers and connecting building laterals. An incumbent operates and maintains a variety of sewer line inspection and cleaning equipment. The work is performed under the direct supervision of a Public Works Supervisor. An incumbent exercises no supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects storm and sanitary sewers either by foot or motor vehicle to insure compliance with local ordinances and investigates reports of blocked or leaking sewers;

Installs, operates, and maintains sewer line inspection equipment such as generators, cameras, monitors and winches and identifies structural damage, restrictions and other sewer related problems;

Prepares video and audiotapes of all sewer inspections;

Makes proper measurements for infiltration tests, accurately determines and records footage readings, estimated inflow and submits oral and written inspection reports to a Public Works Supervisor for corrective or legal action;

Establishes inspection procedures and routines;

Operates a backhoe, compressor and sewer cleaning machines to clean and repair sewers and catch basins including hydraulic cleaning machines, mechanical bucket machines and rodding equipment;

Prepares and maintains a variety of work related records and reports;

Reads and interprets maps, plans, blueprints and construction drawings to locate sewers and catch basins.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, safety precautions and equipment involved in sewer inspection;

Good knowledge of the local municipal codes regulating sewer use;

Good knowledge of location of city streets and sewers;

Working knowledge of maps, plans, blueprints and construction drawings;

Working knowledge of record keeping and report writing;

Ability to operate a variety of sewer inspection and cleaning equipment including closed circuit television;

Ability to interpret TV-monitor images and determine footage readings;

Ability to read and interpret maps, plans, blueprints and construction drawings;

Ability to understand and interpret oral and written instructions;

Ability to communicate both orally and in writing including the preparation of reports;

Ability to interpret local codes regulating the use of public sewers;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in the construction, maintenance or inspection of storm and sanitary sewers.

NOTE: Successful completion of coursework in engineering technology, construction technology, drafting, hydraulics or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience up to one (1) year.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license appropriate to the vehicles or equipment operated.

Jurisdiction: City of Auburn
Class: Competitive
Adopted: 10/7/10

WATER AND SEWER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, directing, routine construction, installation, maintenance, repair and cleaning operations of the Water Transmission/Distribution Division and the Sewer Maintenance Division within the Department of Public Works. The work is performed under the general supervision of the Superintendent of Public Works with considerable freedom allowed to exercise independent judgment in carrying out the work. An incumbent exercises direct supervision over Forepersons and other subordinate personnel involved with water maintenance and sewer maintenance operations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules, and directs the construction, installation, maintenance, repair and cleaning of water and sewer mains and pump stations.

Schedules, assigns, directs and controls the work of personnel assigned to the Water and Sewer Maintenance divisions of Public Works.

Plans and directs the use of motor equipment for Public Works operations within the water transmission and distribution or sewer maintenance divisions.

Investigates, researches and reviews contracts and drawings, and makes recommendations to the Superintendent of Public Works; inspects work contracted out by the Water and Sewer Maintenance divisions of the Public Works Department for timeliness and completeness;

Keeps work records including recurring problems to establish best practices and schedule maintenance and repair activities;

Prepares an annual work report utilizing a personal computer;

Meets with the public either individually or in groups to discuss complaints and arrive at solutions regarding Public Works projects and operations;

Researches, prepares, and presents materials and equipment cost projections to the Superintendent of Public Works for potential inclusion in the department's annual budget;

Reports both orally and in writing to the Superintendent of Public Works regarding the progress of the Public Works Projects and activities;

Recommends capital improvement projects to the Superintendent of Public Works;

Performs hands-on construction, installation, maintenance, repair and cleaning work as necessary including locating of underground mains and leak detection.

WATER AND SEWER SUPERVISOR page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of water transmission and distribution system and sewer system construction, installation, maintenance, repair and cleaning;

Thorough knowledge of materials and equipment used in the construction, installation, maintenance, repair and cleaning of water transmission and distribution systems and sewer systems;

Good knowledge of modern principles and practices of supervision; Working knowledge of office record keeping;

Ability to plan and supervise the work of others;

Ability to read and work from blueprints, plans, and technical drawings; Ability to follow complex oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to form and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Construction Technology, Engineering Technology, or a closely related field and three (3) years of experience in the construction, installation, maintenance, repair and cleaning of either water transmission and distribution systems or sewer systems; or

(B) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as stated in (a); or

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE:A certificate in construction from a Construction Certificate Program conducted by a regionally accredited New York State college or university may be substituted for up to one (1) year of the education requirement stated in (A).

SPECIAL REQUIREMENTS:

Possession of a Grade D Water Distribution System Operation Certificate within 12 months from the date of appointment.

Jurisdictional City of Auburn
Class: Non competitive
Adopted: 6/9/83
Revised: 10/7/10

SEWER MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS

This is semi-skilled work involving responsibility for performing the more complex duties, such as making semi-skilled plumbing installations in the extension and maintenance of a city sewage system. The work is usually performed under the direct supervision of a Foreperson or high skilled employee, although routine work may be performed under general supervision.

Examples of Work - (Illustrative only)

- Operates catch basin cleaner
- Removes obstruction from sewers with sewer rods
- Repairs sewers, manholes and catch basins
- Makes connections on city Mains for house laterals
- Performs a variety of manual work and cares for tools and equipment -May operate heavy equipment or other motor equipment on assignment

Required Knowledges, Skills and Abilities

Good knowledge of the common practices, principles, terminology and safety precautions used in the maintenance and extension of a municipal sewage system; good knowledge of how to use the tools and equipment used in the construction and repair of a municipal sewage system; ability to perform heavy manual labor for extended periods under extreme weather conditions; willingness to report for emergencies; ability to understand and carry out oral and written instructions; dependability; industry; good physical condition.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma.

One year of satisfactory experience in the maintenance of a sewage system or as a plumber's helper

Jurisdictional City of Auburn
Class: Non competitive
Adopted: 12/12/73
Revised: 10/5/93, 9/1/11

SENIOR BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for leading and performing a variety of skilled mechanical and other building, maintenance, repair and construction related tasks which may be performed indoors and outdoors under adverse working conditions. Incumbents of this class, because of individual skill, training or experience, generally devote a greater part of their time to a particular specialized field, but are required to work in various mechanical fields as the occasion demands. The work is distinguished from Building Maintenance Mechanic and the Recreation Maintenance Worker by the presence of lead and participate supervision and the high skill exercised in performing the duties. The incumbent works under general supervision with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads and performs maintenance and repair to buildings and equipment in a variety of areas which may include electrical, plumbing, carpentry, painting, masonry and refrigeration and pool maintenance activities;

When assigned to water or wastewater treatment plant or recreation center, performs maintenance and repair of water and wastewater treatment plant and ice rink and recreation center electrical, mechanical, hydraulic and pneumatic machinery and computerized control equipment;

Makes periodic inspections to determine condition and need for maintenance or repair of grounds, buildings and equipment;

Confers with superior and assists in planning work activities;

Requisitions materials and maintains records and reports of maintenance performed and materials received and used;

SENIOR BUILDING MAINTENANCE MECHANIC – contd

Develops and implements the scheduling of full time and seasonal employees to assure adequate staffing levels to maintain seven days per week operations;

Performs general grounds maintenance activities;

Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;

May load and unload materials and supplies and record goods received and shipped.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, materials, tools and machinery of the skilled journey level trade in which experience has been gained;

Thorough knowledge modern buildings and grounds maintenance practices;

Thorough knowledge of safety precautions and practices associated with maintenance and repair work;

Good knowledge of the operation of a central heating (system) and dehumidification system;

Good knowledge of the operation and maintenance of water and wastewater plant and recreation center machinery and equipment;

Good knowledge of the operation and maintenance of a dual compressor ice refrigeration system;

Good knowledge of the pumping and chlorination systems for an Olympic sized swimming pool;

SENIOR BUILDING MAINTENANCE MECHANIC – contd

Ability to effectively and efficiently use a variety of hand and power tools such as saws, drills, electric nailer, radial arm saw, drill press, 22 caliber ram set, router, welder, pipe filling equipment, electric tester, torches, etc;

Ability to understand and interpret oral instructions and/or written directions;

Ability to layout and review the work of others;

Mechanical aptitude;

Manual dexterity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of experience in either general building construction, maintenance or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry, etc.

RECREATION MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for maintenance and minor repair to recreation areas, playgrounds, athletic fields and recreation facilities within the Recreation and Parks Division of the Department of Public Works. An employee may operate motor equipment as part of his or her duties and responsibility. The work is performed under the direct supervision of the Recreation Director with some freedom allowed to exercise independent judgment in carrying out the work. An incumbent exercises no supervision, however, he or she may lead and participate in work involving Laborers and/or temporary or seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains an Olympic size swimming pool including daily sampling, testing and recording of pool water for chlorine, pH, calcium and iron levels and fecal-coli forms;

Transmits pool water testing results monthly to County Department of Health;

Maintains and performs minor repairs to pumps, chlorinator, and other pool equipment and machinery;

Drains and winterizes pool and accompanying equipment and machinery;

Repairs holes or other damage to pool and surrounding area;

Cleans pool with acid and high-pressure hose;

Maintains ice at ice rink including operation of a Zamboni, compressor and other ice rink related equipment;

Installs and replaces tennis court nets and cleans and maintains surface of courts;

Assembles, disassembles and transports city playground equipment;

Assembles, disassembles and transports bleachers;

Outlines soccer, softball and other playing fields using a push spreader;

Performs basic repairs to recreation buildings including basic plumbing and electrical repairs;

RECREATION MAINTENANCE WORKER – contd.

Mows grass, trims bushes and performs other basic grounds-keeping activities at city recreation areas;

Maintains basic records regarding recreation maintenance and repairs;

Receives calls from the public regarding the use of the city's pool, ice rink and recreation shelters and refers same to Director of Recreation;

Leads and participates in work involving laborers and/or temporary and seasonal employees;

Reports orally to the Recreation Director regarding maintenance and repair of recreation areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:

Good knowledge of the city's recreation facilities and areas;

Good knowledge of sampling and testing principles and procedures required for swimming pool maintenance;

Good knowledge of tools, equipment, materials, chemicals and safety issues related to maintenance and repair of a variety of recreation areas including pools, ice-rinks, playgrounds and playing fields;

Working knowledge of record keeping;

Ability to maintain and perform simple repairs to equipment, buildings and grounds using a variety of hand-tools;

Ability to operate motor and other equipment including lawn mowers, weed-eater, pick-up truck with plow, Zamboni, compressors, pumps and chlorinators;

Ability to orally communicate effectively;

Ability to understand and follow written and oral instructions;

Ability to lead and participate in work involving others;

Physical condition commensurate with the demands of the position.

RECREATION MAINTENANCE WORKER – contd.**MINIMUM QUALIFICATIONS:**

One (1) year of experience operating and performing basic maintenance and repairs to equipment and machinery as well as buildings and grounds.

SPECIAL REQUIREMENTS:

Completion within one year of appointment of any required New York State Department of Health course or possession of any New York State Department of Health certificate related to operating swimming pools.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, organizing and implementing a Retired and Senior Volunteer (RSVP) Program placing skilled and non-skilled volunteer personnel in non-profit and public institutions, agencies and organizations within the City. The work is performed according to policies and procedures promulgated by the National Senior Service Corps with input received from a community advisory group. The work is performed under the general supervision of the Director of Recreation with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent directly supervises subordinate personnel and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules and directs operations and programs placing volunteers in non-profit and public institutions, agencies and organizations including hospitals, museums, nutrition centers, nursing homes, libraries and schools;

Plans, schedules and directs the work of subordinate personnel and recruits and supervises volunteers;

Coordinates the operation of the RSVP Program with other community programs within a particular area of the City;

Develops grant continuation requests to help fund program;

Establishes and maintains financial and statistical records for the systematic reporting of expenditures and data to Federal, State and local agencies;

Creates budgets as required by Federal, State and City requirements and submits same to the Director of Recreation for approval;

Recommends equipment and materials purchases to the Director of Recreation for approval;

Educates and interacts with the public to promote RSVP programs and recruit new volunteers, including writing news articles, radio appearances and senior center and community meetings;

Meets with local public officials and community leaders to develop new programs and monitor existing programs;

Assists in the quarterly publication of the County Office for the Aging newsletter, including writing RSVP Program related articles for the newsletter and overseeing the newsletter's compilation, collating and mailing;

Prepares semi-annual progress reports related to program activities utilizing a personal computer;

Contacts other public and private agencies and organizations either by phone or letter regarding RSVP Programs, including the County Office for the Aging Senior Nutrition Program and the Central New York Alzheimer's Association;

Reports orally and in writing to the Director of Recreation as necessary;

Attends professional group meetings and training conferences to keep informed of changes in the field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of policies and procedures promulgated by the National Senior Service Corps regarding Retired and Senior Volunteer Programs, including grant application policy and procedure;

Good knowledge of public and private organizations providing services to retired persons and senior citizens;

Good knowledge of public and non-profit organizations available to participate or participating in the RSVP Program

Good knowledge of the characteristics, needs, and interests of retired persons and senior citizens;

Good knowledge of principles and practices of educating and interacting with the public;

Working knowledge of budgeting and the City budget process;

Working knowledge of office record keeping;

Ability to plan, organize and implement programs;

Ability to plan and supervise the work of others including volunteers;

Ability to operate an alphanumeric keyboard to compose correspondence, memos and reports;

Ability to communicate effectively, both orally and in writing;

Ability to form and maintain effective working relationships;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience planning, budgeting, scheduling and implementing special events or programs for either a public or private organization

OR

- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as stated in (a); or
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above

LANDFILL OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for operating heavy machinery to prepare and maintain a municipal landfill and other duties related to landfill operation such as inspection of daily refuse disposal for hazardous materials and operating a recycling truck. An incumbent also may operate heavy machinery in support of public works projects. The work is performed according to Federal, State, county and local laws and regulations. The work is performed under the direct supervision of the Sanitation Supervisor with some freedom allowed to exercise independent judgement in carrying out the work. An incumbent exercises no supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates light, medium and heavy equipment associated with unloading refuse and waste, preparing burial pits, grading, compacting and covering of solid waste;

Monitors the transfer station/recycling drop-off center operations to ensure local policies are enforced including inspecting incoming loads of refuse and waste for hazardous materials;

Performs basic maintenance of equipment associated with landfill operation;

Develops and maintains a compost site including piling of compost, monitoring temperature, and turning of compost when necessary;

Constructs and grades roads within the landfill including hauling road materials and plows snow from landfill roads as required;

Operates a tub grinder to chip cut trees and branches;

Operates a recycling truck on city streets as required;

Loads and unloads vehicles;

Operates heavy equipment in support of public works projects as required;

Advises the public regarding landfill regulations;

Maintains basic records of equipment fuel consumption and repairs as well as daily landfill activities.

LANDFILL OPERATOR –contd.**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices and equipment involved in the operation and maintenance of a landfill including disposal of hazardous materials;

Working knowledge of the Federal, State, county and local laws and regulations governing landfill operations;

Working knowledge of city streets and recyclable collection practices and procedures;

Working knowledge of record keeping;

Ability to operate heavy machinery;

Ability to perform basic equipment maintenance;

Ability to understand written and oral instructions;

Ability to communicate with the public;

Ability to maintain records.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience operating heavy machinery.

Additional Requirements:

Possession of a New York State Class B Driver's License at time of appointment.

Completion of the New York State Department of Environmental Conservation Solid Waste Management Course within one year of appointment.

WEIGH SCALE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for operating a weighscale at the solid waste landfill. Duties include weighing vehicles, checking contents for admission to the landfill and billing customers. Work is performed under the general supervision of a higher level public works employee in accordance with prescribed methods and procedures. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks all vehicles entering facility for proper identification and acceptability of contents;

Directs vehicles onto weighing platform;

Weighs vehicles, determines load types and computes net weights;

Records data for each vehicle including vehicle weight, customer name and account number, type of refuse and type or method of payment;

Determines billing rates for each customer based on type of refuse or established contractual rates of payment;

Directs vehicles to specific dumping areas within the facility;

Keeps scales and surrounding areas clean and free of debris;

Maintains and makes simple repairs to weigh scales and related equipment;

May inspect contents of vehicles for toxic wastes, asbestos or other unacceptable material;

May refuse unauthorized vehicles access to facility;

Enters data into computer terminal to process information on rates, billing, payments and receipts;

Provides information to the public by phone or in person;

Compiles and keeps accurate records of all transactions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the operation of large scale weighing devices;

Working knowledge of business arithmetic and English;

Ability to weigh loaded vehicles and compute weight of contents;

Ability to understand and carry out oral and written instructions;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SANITATION FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the activities in the collection of solid waste and overseeing the equipment use in the Solid Waste Department. The incumbent in this position is responsible for staff and equipment assignment and ensuring the proper maintenance, use and repair of solid waste collection equipment. The work is performed under the general supervision with leeway allowed for the exercise of independent judgment in carrying out routine tasks. The incumbent exercises direct supervision over laborers and motor equipment operators and does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns staff and equipment to solid waste collection routes;

Supervises staff engaged in solid waste collection activities;

Schedules maintenance and repair of solid waste collection equipment;

Oversees and ensures the proper use, maintenance and repair of the collection and disposal equipment;

Instructs and provides guidance on the proper use of equipment;

Conducts periodic inspections of collection routes and makes recommendations for improvements;

Reassigns staff among districts to maintain efficient operation;

Maintains a variety of records pertaining to solid waste operations;

Prepares quarterly and annual recycling reports in accordance with state policies regulations;

Maintains payroll and leave request records for collection and recycling staff;

Performs marketing tasks in order to market recyclable materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of solid waste collection and disposal and landfill operations;

Good knowledge of the equipment used in the collection of solid waste and the maintenance requirements of such equipment;

Good knowledge of the equipment and materials necessary to solid waste collection and disposal;

Ability to plan and supervise the work of others;

Ability to follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to maintain records and reports

Ability to form and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience in sanitary landfill operations or the collection and disposal of solid waste; or

(b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in sanitary landfill operations or the collection and disposal of solid waste.

SANITATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, directing and supervising the collection and disposal of solid waste and the operation of a sanitary landfill. The work is performed as prescribed in Federal, State and local laws and regulations. The work also is performed under the general supervision of the Director of Municipal Utilities with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent exercises direct supervision over Weigh Scale Operators, Landfill Operators and other subordinate personnel involved with in solid waste operations including clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, schedules and directs the operation of a sanitary landfill including the residential drop-off area, scale operations, recycling and composting sites, leachate collection systems, gas collection system;
- Plans, schedules and directs the refuse collection and recycling operations;
- Plans, schedules and directs the use of motor equipment for solid waste operations;
- Schedules, assigns, directs and controls the work of personnel assigned to the Solid Waste Division;
- Oversees load inspection procedures and billing operations promulgated by the Weigh Scale Operatorsmasters and other landfill personnel;
- Oversees and ensures the maintenance of the landfill's roads, buildings, and collection and disposal equipment;
- Oversees contracted-out solid waste construction projects to ensure the timeliness and thoroughness of work performed;
- Oversees the construction and closure of landfill cells and post closure activities;
- Oversees safety and health procedures at the landfill including hazardous materials disposal and pest control procedures and periodically inspects procedures to ensure the safe operation of the landfill as well as compliance with Federal, State, and local laws and regulations;

SANITATION SUPERVISOR - contd.

- Makes periodic inspections within the city to ensure the timely and proper collection of refuse;
- Identifies, researches and prepares purchase recommendations for landfill equipment and materials and submits same to the Director of Municipal Utilities for approval;
- Maintains a variety of records pertaining to solid waste operations and maintenance utilizing a personal computer
- Oversees the preparation of reports required by regulatory agencies including the New York State Department of Environmental Conservation;
- Meets with the public either individually or in groups to investigate solid waste complaints and interpret and articulate collection policies and programs as well as ensure compliance with Federal, State and local laws and regulations;
- Meets with representatives from regulatory agencies, other municipalities, engineers, consultants, surveyors, contractors, and city personnel to coordinate solid waste operations and responsibilities;
- Recommends personnel actions to the Director of Municipal Utilities;
- Attends grievances and ensures consistent interpretations of the union contract and its provisions;
- Reports both orally and in writing to the Director of Municipal Utilities regarding solid waste operations.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND**PERSONAL CHARACTERISTICS:**

- Thorough knowledge of principles and practices of solid waste collection and disposal and landfill operations and maintenance including safety, hazardous materials, and pest control principles and practices;
- Thorough knowledge of equipment and materials necessary to solid waste collection and disposal and landfill operations and maintenance;
- Thorough knowledge of Federal, State and local laws and regulations pertaining to solid waste collection and disposal and landfill operations and

SANITATION SUPERVISOR - contd.

maintenance including safety, hazardous materials and pest control laws and regulations;

Good knowledge of modern principles and practices of supervision;

Working knowledge of project planning and administration;

Working knowledge of educating and interacting with the public;

Working knowledge of office record keeping;

Ability to plan and supervise the work of others;

Ability to read and work from blueprints, plans and technical drawings;

Ability to follow complex oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to operate an alpha-numeric keyboard;

Ability to form and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited NYS college or university with an Associate's degree in Engineering Technology Environmental Sciences or a closely related field and three (3) years of experience in the sanitary landfill operations or the collection and disposal of solid waste refuse;
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as stated in (a); or
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Additional Requirements:

Completion of the New York State Department of Environmental Conservation Solid Waste Management Course within 12 months from the date of appointment.

MOTOR EQUIPMENT OPERATOR – Grade 2

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the operation of a variety of equipment used in garbage collection, road building, construction and general public works maintenance projects. The incumbent is required to perform recurring manual duties related to refuse and recyclable material collection, operation of the equipment and other duties as assigned when not performing collection activities. Additionally, an incumbent performs simple vehicle upkeep including lubrication and maintenance of equipment fluid levels. The incumbent is also responsible for the successful completion of the collection routes in a timely manner and also the actions assigned crew for the day. The work is performed outdoors at times in adverse weather conditions under general supervision from a Public Works Supervisor or Sanitation Supervisor. Does related work as required.

TYPICAL ACTIVITIES

Operates single axle trucks in connection with garbage and recyclable material collection, collects garbage and recyclable material in addition to driving the truck, highway maintenance or other public works projects;

Operates all vehicles and equipment allowed with a Class B New York State Commercial Drivers License;

Operates snow plow or other truck-mounted snow removal equipment;

Operates rollers, roll off trucks, tractors, bucket loaders, sweepers and pavement stripers as required;

Performs minor mechanical repairs or servicing of automotive equipment;

May, on assignment, operate bulldozer, backhoe, landfill compactor, front-end loader or other type heavy automotive equipment;

Services assigned equipment and performs manual tasks related to motor equipment operations;

Loads and unloads trucks;

May, on assignment perform other public works related activities including tapping water mains, installing water services and replacing and repairing fire hydrants, water valves, water mains and meters;

MOTOR EQUIPMENT OPERATOR – contd.

Performs a variety of manual tasks such as collecting garbage and recyclable material, cutting trees, road patching, cleaning culverts, scraping and painting, snow shoveling, landfill site maintenance and any other tasks when not operating equipment.

FULLPERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of a variety of medium automotive or construction equipment;

Working knowledge of public works projects and activities;

Ability to operate automotive and construction equipment;

Ability to understand and carry out oral and written instructions and lead and direct a crew;

Mechanical aptitude;

Willingness to respond to emergencies and work under adverse weather conditions;

Knowledge of the collection system and the specific days and routes of collection;

Ability to lead and direct subordinates and crews;

Physical condition commensurate with the demands of the position.

Minimal unverified work absences;

MINIMUM QUALIFICATIONS:

Possession of a valid Class B New York State driver's Commercial Drivers license.

Revised 3/4/10

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for administration of the Department of Public Works including planning, resource allocation, program evaluation, policy formation and budgeting. An incumbent plans, directs and controls the construction, installation, maintenance, repair and cleaning operations of the Streets and Parks Divisions within the Department, and plans, directs and controls the fleet maintenance operations within the Department of Public Works Garage. The work is performed as prescribed in Federal, State and local laws and regulations. The work also is performed under the general direction of the City Manger with considerable freedom allowed for the use of independent judgment in carrying out the work. An incumbent exercises direct supervision over Public Works Supervisors within the Department's Water Transmission and Distribution Division and the Sewer Maintenance Division, as well as the Recreation Supervisor within the Department's Parks Division, and indirect supervision over Forepersons and other subordinate Department of Public Works personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs and supervises all operations and maintenance of all the divisions within the Department of Public Works either directly or through the supervision of Public Works Supervisors and the Recreation Supervisor;

Plans, directs and controls the fleet maintenance operations within the Department of Public Works Garage.

Plans, directs, controls and reviews the work of Public Works Supervisors and the Recreation Supervisor;

Meets regularly with Public Works Supervisors to monitor their planning and scheduling of construction, installation, maintenance, repair and cleaning of water and sewer mains and pump stations as well as the work of the city's hydro-electric plants including control of lake elevation;

Meets regularly with the Recreation Supervisor to monitor the activities of the Parks Division;

Plans, directs and controls and reviews the work of clerical personnel at the Public Works Garage;

Prepares and administers the Department of Public Works budget;

SUPERINTENDENT OF PUBLIC WORKS – contd.

- Approves all requisitions for materials and equipment used in public works operations;
- Plans and directs the routine construction, installation, maintenance, repair and cleaning of the city's streets and parks, or delegates same in part or total to a Public Works Supervisor;
- Plans and directs the construction, installation and maintenance of traffic control devices including signs and painted street and crosswalk markings, or delegates same in part or total to a Public Works Supervisor;
- Plans and directs the city's grass cutting and tree trimming operations, or delegates same in part or total to a Public Works Supervisor;
- Plans and directs the city's snow removal, sanding and salting operations, or delegates same in part or total to a Public Works Supervisor;
- Meets regularly with the City Manger, City Council and Corporation Council to advise and/or report on public works projects and plan department programs;
- Prepares and submits reports as required by Federal, State and local laws and regulations;
- Evaluates the Department's staffing needs and Interviews and recommends appointment of prospective employees to the City Manger;
- Evaluates and/or reviews work performance evaluations on all Department employees;
- Recommends policy and procedures changes to the City Manger for approval;
- Meets with the public either individually or in groups to discuss public works concerns and/or projects;
- Maintains a variety of records and creates a variety of written reports utilizing a personal computer;
- Provides City Manger with public works related information during contract negotiations.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND**PERSONAL CHARACTERISTICS:**

SUPERINTENDENT OF PUBLIC WORKS – contd.

Thorough knowledge of the principles and practices of street and parks construction, installation, maintenance, repair and cleaning and upkeep;

Thorough knowledge of the principles and practices of water transmission and distribution system and sewer system construction, installation, maintenance, repair and cleaning;

Thorough knowledge of materials and equipment used in streets and parks construction, installation, maintenance, repair and cleaning and upkeep;

Thorough knowledge of materials and equipment used in the construction, installation, maintenance, repair and cleaning of water transmission and distribution systems and sewer systems;

Thorough knowledge of Federal, State and local laws and regulations applicable to all city public works operations;

Thorough knowledge of modern principles and practices of supervision;

Thorough knowledge of the principles and practices of budget preparation and administration including the city's budget process;

Good knowledge of materials and equipment cost estimation;

Good knowledge of planning capital improvement projects;

Good knowledge of educating and interacting with the public;

Good knowledge of office record keeping;

Working knowledge of contract negotiations;

Ability to supervise the work of others;

Ability to read and work from blueprints, plans and technical drawings;

Ability to communicate effectively both orally and in writing;

Ability to operate an alpha-numeric keyboard;

Ability to form and maintain effective working relationships with others.

SUPERINTENDENT OF PUBLIC WORKS – contd.**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited NYS college or university with a Bachelor's degree in Civil Engineering and five (5) years of experience in the construction, installation, maintenance, repairing and cleaning of either streets and parks or water transmission and distribution systems or sewer systems, two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
- (b) Graduation from a regionally accredited NYS college or university with a Associate's degree in Construction Technology, Engineering Technology or closely related field and seven (7) years of experience as stated in (A), two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
- (c) Graduation from high school or possession of a high school equivalency diploma and nine (9) years experience as stated in A, two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
- (d) An equivalent combination of education and experience as defined by the limits of (a) and (b).