CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, January 15, 2020
Time: 11:30 am
Location: City Hall, 2nd floor conference room

AGENDA

Election of Chairperson

Approval of Minutes

Delegation of Functions to Civil Service Commission Executive Secretary

New Business

1. New Position Duties Statement and Adoption of Job Description: Planning - Director of Sustainability
2. Revision of Minimum Qualifications – Senior Water Treatment Plant Operator
3. Revision of Minimum Qualifications – Building Maintenance Mechanic (ICSD)

Executive Session

1. Removal of Candidate from Eligible List

Continuing Business

1. Establishment of Eligible Lists
2. Addition of Candidates to Continuous Recruitment Eligible Lists
3. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
November 13, 2019

Commissioners Present: Commissioner Richardson
Commissioner Thompson

Excused: Commissioner Abrams

Staff Present: Valerie Saul (Deputy Director of Human Resources)

Commissioner Richardson called the meeting to order at 11:55 am.

APPROVAL OF MINUTES

Commissioner Thompson made a motion to approve the minutes from the October 2, 2019 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

Revision of Job Description: Construction Engineer

The Commission reviewed and discussed a request to revise the Construction Engineer job description. The former project-based supervisory responsibilities are being upgraded to formal supervisory responsibilities over public works staff. This is a material change in the position's responsibilities. Commissioner Richardson made a motion to revise the Construction Engineer job description to include formal supervisory responsibilities. Seconded by Commissioner Thompson. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: DPW – Director of Transportation and Parking

The Commission reviewed and discussed a New Position Duties Statement from the Department of Public Works and the proposed job description for Director of Transportation and Parking. Commissioner Thompson made a motion to classify the position as Director of Transportation and Parking and adopt the job description as proposed. Seconded by Commissioner Richardson. Motion carried 2-0.

New Position Duties Statement: DPW – Laborer

The Commission reviewed and discussed a New Position Duties Statement from the Water and Sewer Division of the Department of Public Works. Commissioner Thompson made a motion to classify the position as Laborer. Seconded by Commissioner Richardson. Motion carried 2-0.

Request to Reinstate Prior Senior Plan Examiner Job Description

Following discussion at the October Civil Service Commission meeting about the supervisory responsibilities of the Senior Plan Examiner position, Director of Planning and Development JoAnn Cornish decided to retain the formal supervisory responsibilities over departmental staff that the position previously held. Director Cornish requested that the job
description that was previously in effect be reinstated. Commissioner Thompson made a motion to rescind the revisions to the Senior Plan Examiner job description that were adopted at the September 2019 Civil Service Commission meeting, and reinstate the previous job description. Seconded by Commissioner Richardson. Motion carried 2-0.

Discontinuation of Typing Performance Tests

The Commission discussed whether the typing performance test still has value, given the ubiquity of keyboards in modern society and the availability of software that automatically corrects inaccurate keying. Deputy Director of Human Resources Saul stated that she canvassed all department and agency heads, and no one requested or spoke in support of continuing the performance test. Deputy Director Saul recommended that the typing performance test be discontinued, and that supervisors instead observe and address any keyboarding issues during the probationary period. Commissioner Richardson made a motion to discontinue the typing performance test for all positions for which it was previously required. Seconded by Commissioner Thompson. Motion carried 2-0.

EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Thompson. Motion carried 2-0. During executive session, the Commission took the following actions:

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Richardson made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Thompson. Motion carried 2-0.

Assistant Fire Chief #73-243
Deputy Fire Chief #74-293
Deputy Fire Chief #64-564
Tenant Relations Assistant #62-291
Tenant Relations Coordinator #73-522

Addition of Candidates to Continuous Recruitment Eligible Lists

Commissioner Richardson made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Thompson. Motion carried 2-0.

Approval of Personnel Transactions

Commissioner Thompson made a motion to approve the monthly personnel transactions. Seconded by Commissioner Richardson. Motion carried 2-0.

The next Civil Service Commission meeting will be held Wednesday, December 11, 2019 at 11:30 am. With no further business, the meeting was adjourned at 12:32 pm.
DELEGATION OF FUNCTIONS
TO CIVIL SERVICE COMMISSION EXECUTIVE SECRETARY

WHEREAS, the Ithaca Civil Service Commission, at its annual organizational meeting held on January 15, 2020, has reviewed the functions and responsibilities of the Commission and the Executive Secretary and has determined that certain functions may be carried out more efficiently and effectively by the Executive Secretary.

NOW, IT IS RESOLVED, that the Executive Secretary of the Ithaca Civil Service Commission be delegated and is authorized to carry out the following functions on behalf of the Ithaca Civil Service Commission:

- Certify payrolls;
- Approve and/or disapprove permanent, provisional and other temporary appointments to competitive class positions;
- Approve and/or disapprove appointments to non-competitive, labor and exempt class positions;
- Approve and/or disapprove personnel transactions including, but not limited to, appointments, promotions, demotions, resignations, retirements, lay-offs, removals, transfers, reinstatements, leaves of absence, and suspensions;
- Manage and administer the examination process including, but not limited to, ordering examinations, preparing and issuing exam announcements, ordering exam materials, receiving and securing exam materials, approving and disapproving requests for alternate test dates or testing accommodations, administering examinations to candidates, calculating and awarding seniority points, and receiving and processing exam results;
- Manage eligible lists including, but not limited to, certifying eligibles for appointment, canvassing eligible lists, and restricting or reinstating candidates from or to eligible lists;
- Approve and/or disapprove applications for examination, employment or promotion;
- Determine eligibility for transfer or reinstatement, within the parameters set forth in NYS Civil Service Law and the City of Ithaca Civil Service Rules;
- Establish qualifications for promotional examinations;
- Approve and/or disapprove claims for veterans and disabled veterans credits;
- Review and recommend classification of positions;
- Maintain and manage roster records, personnel files, and other employment records;
- Prepare, maintain and manage the official records of the Ithaca Civil Service Commission, including meeting agendas, meeting minutes, job descriptions, duties statements, examination records, eligible lists, and annual reports;
- Prepare and maintain the City of Ithaca Civil Service Rules.

AND BE IT FURTHER RESOLVED, that the Ithaca Civil Service Commission reaffirms the appointment of Deputy Director of Human Resources Valerie Saul as its Executive Secretary.
# New Position Duties Statement

*Draft December 18, 2019*

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

<table>
<thead>
<tr>
<th>1. Department Planning and Development Department</th>
<th>Bureau, Division, Unit or Section Planning Division</th>
<th>Location of Position City Hall</th>
</tr>
</thead>
</table>

| 2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. |

<table>
<thead>
<tr>
<th>Title:</th>
<th>Job Director of Sustainability</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>Lead the development of a Climate Action Plan for City government operations and for the Community as a whole;</td>
</tr>
<tr>
<td>15%</td>
<td>Advocate and facilitate community-wide energy reduction strategies, programs and projects;</td>
</tr>
<tr>
<td>15%</td>
<td>Attend and participate in Board, Council and Committee meetings as needed as the City representative on energy and social justice projects, grants and other related projects and programs;</td>
</tr>
<tr>
<td>15%</td>
<td>Analyze the need for additional city staff sustainability positions, identify and supervise existing in-house talent where effective, engage external consultants and interns needed to accomplish identified tasks in the City’s Green New Deal;</td>
</tr>
<tr>
<td>10%</td>
<td>Identify, evaluate, and seek resources for, and implement measures and strategies to lower GHG emissions, increase energy efficiency, reduce energy consumption, and expand use of renewable energies in City operations, including the development of applications for funding to advance the City’s climate change and energy sustainability initiatives;</td>
</tr>
<tr>
<td>5%</td>
<td>Lead and coordinate interdepartmental efforts to implement the goals of the City’s Green New Deal and the City’s Climate Action Plan, including the implementation of departmental energy plans and other measures to reduce Green House Gas emissions, energy consumption and energy costs;</td>
</tr>
<tr>
<td>5%</td>
<td>Identify and set priorities for actions based on short term solutions where the City can make the most immediate gains and develop a long term timeline identifying strategies for actions, including a capital program that will help the city advance its goals for carbon neutrality by 2030.</td>
</tr>
<tr>
<td>5%</td>
<td>Develop policy proposals in identified priority areas, such as amendments to the Municipal Code to support energy conservation, renewable energy and other green building code requirements and incentives, green purchasing polices for City operations, etc.;</td>
</tr>
</tbody>
</table>
Represent the City on sustainability and energy efficiency matters at area and regional meetings;

Prepare reports on operations and activities, recommend improvements and modifications;

Prepares periodic status reports and special budgetary, narrative and statistical reports as appropriate and supervise the preparation of applications for federal, state and other grants and represent the City in negotiations with granting agencies;

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>JoAnn Cornish</td>
<td>Director of Planning and Development</td>
<td>Direct</td>
</tr>
</tbody>
</table>

4. Names and Titles of Persons Supervised by Employee in this position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>¼ Time Sustainability Planner</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>Interns</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>New Positions as Determined (2+)</td>
<td>Direct</td>
<td></td>
</tr>
</tbody>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Nicholas</td>
<td>Deputy Director of Planning</td>
<td>Planning Division</td>
</tr>
<tr>
<td>Tom Knipe</td>
<td>Deputy Director of Economic Development</td>
<td>Planning Division</td>
</tr>
</tbody>
</table>

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years

College 6 Years, with specialization in

Experience: (list amount and type)
5 to 7 years experience depending on level of education including supervisory experience in one of the qualifying fields.

**Essential knowledges, skills and abilities:** Familiarity with sustainability topics such as; climate change and adaptation, greenhouse gas emissions, transportation alternatives, waste reduction, sustainable food systems, water protection, and other localize environmental and economic stressors is essential. Incumbent must have a deep commitment to environmental justice and for advancing social equity through environmental stewardship, public health, and sustainable urban development. Incumbent must exhibit strong interpersonal, written and oral communication skills and demonstrate an ability to manage relationships among elected officials, municipal staff, volunteers, and the general public. The Deputy Director of Sustainability is the central point person responsible for overseeing the City’s Climate Action Plan and energy sustainability initiatives. The incumbent identifies and coordinates interdepartmental efforts to identify, plan, finance, and implement strategies to reduce greenhouse gas consumption and emissions and benchmarks progress towards the City’s goal for carbon neutrality by 2030. The Deputy Director of Sustainability serves as the City’s lead advisor on energy sustainability issues and collaborates with department heads and public interest groups to achieve the goals outlined in the City’s Green New Deal. Applicant must be a champion for equity and sustainability and must be able to highlight these as core institutional values and considered in every decision made by the City.
Type of license or certificate required: Valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

7. The above statements are accurate and complete.

Date: 12/26/19
Title: Director of Planning and Development
Signature: JoAnn Cornish

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Director of Sustainability

Jurisdictional Classification: Competitive

Date: 01/15/20
Signature:
Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 01/15/20

DIRECTOR OF SUSTAINABILITY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position responsible for launching, organizing, and directing the City of Ithaca in an organizational transformation initiative to meet the goals of the City’s Green New Deal. The Director of Sustainability is the central point person responsible for overseeing the City’s Climate Action Plan and energy sustainability initiatives. The incumbent identifies and coordinates interdepartmental efforts to identify, plan, finance, and implement strategies to reduce greenhouse gas consumption and emissions, and benchmarks progress towards the City’s goal for carbon neutrality by 2030. The Director of Sustainability serves as the City’s lead advisor on energy sustainability issues and collaborates with department heads and public interest groups to achieve the goals outlined in the City’s Green New Deal. Knowledge of sustainability topics such as climate change and adaptation, greenhouse gas emissions, transportation alternatives, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors is essential. The incumbent must also have a deep commitment to environmental justice and for advancing social equity through environmental stewardship, public health, and sustainable urban development. The Director of Sustainability must be a champion for equity and sustainability and must be able to highlight these as core institutional values and considered in every decision made by the City. The work is performed under the general direction of the Director of Planning and Development, in accordance with established City goals, with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Orchestrates and supervises the implementation of the City’s Green New Deal;  
Leads the development of a Climate Action Plan for City government operations and for the community as a whole;  
Identifies and develops programs to reduce vehicle miles traveled and make the transportation system in the community more energy efficient, including supporting departmental compliance with the City’s Policy for Green Fleets;  
Identifies, evaluates, and seeks resources for, and implements measures and strategies to lower GHG emissions, increase energy efficiency, reduce energy consumption, and expand use of renewable energy in City operations, including the development of applications for funding to advance the City’s climate change and energy sustainability initiatives;  
Leads and coordinates interdepartmental efforts to implement the goals of the City’s Green New Deal and the City’s Climate Action Plan, including the implementation of departmental energy plans and other measures to reduce Green House Gas emissions, energy consumption and energy costs;  
Identifies and sets priorities for actions based on short term solutions where the City can make the most immediate gains, and develops a long-term timeline identifying strategies for actions, including a capital program that will help the City advance its goals for carbon neutrality by 2030;  
Develops policy proposals in identified priority areas, such as amendments to the Municipal Code to support energy conservation, renewable energy and other green building code requirements and incentives, green purchasing polices for City operations, etc.;  
Supervises, trains, develops and evaluates subordinate personnel;
Typical Work Activities – continued

Analyzes staffing needs for sustainability initiatives and makes recommendations; delegates work to professional staff as appropriate; coordinates appropriate training for energy-related job duties; engages external consultants and interns as needed to accomplish identified tasks in the City’s Green New Deal;

Creates and implements training programs for City staff, volunteer boards and commissions, and elected officials in the implementation of green building codes and related sustainability initiatives;

Supervises the collection of data to update the City’s Greenhouse Gas Inventory;

Leads the creation and implementation of a Green Building Policy for existing buildings;

Drafts updates and revisions to the Local Action Plan and similar City policies and documents for consideration by Common Council;

Advocates and facilitates community-wide energy reduction strategies, programs and projects;

Represents the City on sustainability and energy efficiency matters at area and regional meetings;

Coordinates and monitors the City’s energy performance contract(s);

Prepares reports on operations and activities; recommends improvements and modifications;

Prepares periodic status reports and special budgetary, narrative and statistical reports as appropriate;

Supervises the preparation of applications for federal, state and other grants and represents the City in negotiations with granting agencies;

Attends and participates in Board, Council and Committee meetings as needed as the City representative on energy and social justice projects, grants and other related projects and programs;

Consults, coordinates and collaborates with the other divisions of the department, other City departments, elected officials, other units of government and other City organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, techniques and terminology involved in climate change and global environmental sustainability initiatives, such as adaptation, greenhouse gas emissions, energy efficiency and renewable energy technologies, transportation alternatives, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors; thorough knowledge of best practices in green technology and building construction, mechanical systems, energy, lighting and similar sustainability initiatives; working knowledge of current methods for collecting, analyzing and interpreting statistical data; working knowledge of research methods and techniques; strong interpersonal, written and oral communication skills; ability to make professional judgments requiring advanced technical knowledge and skills; ability to gather, interpret and analyze statistical data; ability to design and evaluate the effectiveness of energy reduction and GHG emission reduction programs; ability to communicate ideas and interact effectively with community groups and others; ability to prepare clear and accurate reports and to make oral and written presentations of ideas; ability to plan and supervise the work of others; ability to manage relationships among elected officials, municipal staff, volunteers, and the general public; ability to energize the community around finding solutions to the climate emergency; ability to successfully work with and serve a diverse local community; a deep commitment to environmental justice and to advancing social equity through environmental stewardship, public health, and sustainable urban development; physical condition commensurate with the demands of position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered university with a Master's Degree in engineering, architecture, environmental science, business management, public administration, urban and regional planning or a related field with similar course curriculum and five (5) years full-time paid professional experience, or its part-time paid professional equivalent; or

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, architecture, environmental science, business management, public administration, urban and regional planning or a related field with similar course curriculum and seven (7) years full-time paid professional experience, or its part-time paid professional equivalent; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
SENIOR WATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the operation and maintenance of a Type IA Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process, and including ancillary facilities such as an intake screen cleaning system, process waste facilities with thickeners and presses, booster chlorination systems, and water pumping stations. The incumbent plans and oversees the details of assigned work projects and supervises plant operators, operator trainees, and work site activities on an assigned shift. A Senior Water Treatment Plant Operator may be assigned responsibility for one or more specialized areas of plant operations, such as maintenance, safety programs, regulatory areas, watershed issues, or field and project sampling and analyses. The incumbent also performs the duties of a Water Treatment Plant Operator. The work is performed under the general supervision of the Chief Water Treatment Plant Operator and/or Assistant Chief Water Treatment Plant Operator with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Direct supervision may be exercised over the work of operators, trainees, laboratory staff and other plant personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the operation and maintenance of the water treatment plant, pumping stations, intake facilities and waste handling facilities;
Supervises and participates in the operation, maintenance and repair of pumps, valves, motors, and related plant equipment and machinery;
Supervises and participates in the reading of meters and gauges, and the recording of data obtained from the readings;
Supervises and participates in the backwashing of filters and lines with water and compressed air, and the washing of filter beds and settling basins;
Supervises and participates in the mixing of chemicals, the filling of water treatment tanks, and the monitoring, regulation and adjustment of chemical feed equipment;
Plans, schedules, directs staff and performs work related to assigned specialized areas of plant operations or maintenance;
Oversees work performed by plant operators, trainees, laboratory personnel and other subordinate employees;
Maintains an inventory of and requisitions supplies, chemicals and equipment as required;
Trains plant operators;
Conducts plant tours;
Compiles data relative to the plant's operation and creates operating and maintenance reports;
Oversees the maintenance and repair of machinery.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the principles and practices involved in operating and maintaining a water treatment plant, water pumping stations, and related waste handling processes; good knowledge of the tools, materials, equipment, terminology and chemicals involved in operating and maintaining a water treatment plant and its ancillary facilities; good knowledge of laboratory principles and practices, equipment, materials and chemicals as they relate to water treatment testing; good knowledge of federal, state and local laws and regulations applicable to a water treatment plant, including waste process discharge; working knowledge of the principles, practices and equipment
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS - continued: involved in operating and maintaining a water transmission and distribution system; working knowledge of the physical sciences as they relate to water purification; working knowledge of modern office terminology, procedures, equipment, software programs, and business English; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to participate in assigned projects and lay-out work for others; ability to successfully work with and serve a diverse local community; mechanical aptitude; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree in Environmental Science, Engineering, Natural Resource Management or a closely related field with similar course curriculum, and two (2) one (4) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant; or

B. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in an applied science, with at least one semester course in water treatment plant operations, Water/Wastewater Technology, Environmental Science, Engineering Technology, physical sciences, chemistry, biological sciences, life sciences or a closely related field with similar course curriculum, and four (4) three (3) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant, at least one year of which was at a Type IA water treatment plant; or

C. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in an applied science, and six (6) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant; or

D. Graduation from high school or possession of a high school equivalency diploma and ten (10) five (5) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant, at least one year of which was at a Type IA water treatment plant.

SPECIAL REQUIREMENTS:

1. Candidates must possess a current Grade IIA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code at the time of appointment, and must obtain a Grade IA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code within two (2) years of appointment. Said licenses must be maintained maintenance of said certification for the duration of employment.

2. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work in one or more of the mechanical, electrical or construction trades. Incumbents are responsible for the efficient and professional performance of a variety of building, installing, maintaining, repairing and replacing tasks requiring a sound working knowledge of one or more of the mechanical or construction trades, such as: electrical equipment and systems, plumbing equipment and systems, heating, ventilation and air conditioning equipment and systems including system controls, carpentry, rough and finished, doors, windows and associated hardware, welding, metal fabrication, glass and glazing, painting, masonry and related trades. General instructions are received regarding work of ordinary difficulty, permitting leeway for planning the technical details and scheduling the work within a work tracking system. Detailed instructions are given for new or difficult assignments. The work may be reviewed by immediate observation, by checking completed work, periodic inspections or spot checks of work in progress or completed assignments. Immediate supervision may be exercised over the work of assistant maintainers and laborers. Immediate supervision may be exercised over the work of crews for limited periods of time as assigned. Such supervision may involve leading and/or supervising in various work activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains, repairs, installs, rebuilds and conducts preventive maintenance on a wide variety of heating, ventilation and air conditioning equipment and systems, and the related system controls;
Maintains, installs, repairs, rebuilds and conducts preventive maintenance on a wide variety of plumbing equipment and systems;
Maintains, installs, repairs, rebuilds and conducts preventive maintenance on a wide variety of electrical equipment and systems;
Performs a wide variety of welding, sheet metal, metal fabricating, metal equipment repairing and some machine shop activities;
Prepares, paints and refinishes wood, metal and other surfaces;
Makes, assembles, installs, maintains, repairs, and rebuilds walls, doors, ceilings, floors, furniture, equipment and wood structures;
Assembles, installs, repairs, rebuilds, maintains a wide variety of doors, windows and associated hardware including lock sets; also makes and maintains a large master key inventory;
Performs a wide variety of tasks of varying difficulty relating to the overall maintenance needs of a School District; other tasks may be assigned as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Working knowledge of the common practices, tools, terminology and safety and accident precautions of the mechanical and construction trades; ability to read and write; ability to work from plans, specifications and rough sketches; ability to follow oral and written instructions; ability to work with others and as a part of a team; demonstrated skill in at least one of the mechanical, electrical or construction trades; dependability and flexibility is very important; work hours and work week may be shifted to meet the needs of the School District; this position requires being able to lift and handle heavy loads; the ability to work from heights such as roofs, ladders and scaffolding; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma and completion of an approved apprenticeship program in one or more of the mechanical, electrical or construction trades, and four years of full-time experience, or its part-time equivalent, in one or more of the skilled building trades, general building construction work or building maintenance work; or

B. Graduation from high school or possession of a high school equivalency diploma, including or supplemented by and completion of a BOCES post-high school trades program, VoPro or similar program in one of the mechanical, electrical or construction trades, and six two (2) years of full-time experience, or its part-time equivalent, in one or more of the skilled building trades, general building construction work, building maintenance work; or

C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time experience, or its part-time equivalent, in one or more of the skilled building trades, general building construction work, building maintenance work; or

D. An equivalent combination of training and experience as defined by the limits of this section.

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