CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, October 2, 2019
Time: 11:30 am
Location: City Hall, 2nd floor conference room

AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement: Planning Department – Historic Preservation and Neighborhood Planner
2. New Position Duties Statement: DPW – Fleet Manager
3. Revision of Special Requirement: Electrician

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Addition of Candidates to Continuous Recruitment Eligible Lists
3. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
July 3, 2019

Commissioners Present: Commissioner Richardson
Commissioner Abrams
Commissioner Thompson

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

Commissioner Richardson called the meeting to order at 11:50 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the June 5, 2019 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.

NEW BUSINESS

New Position Duties Statement: Planning Department – Code Inspector

The Commission reviewed and discussed a New Position Duties Statement from the Building Division of the Planning Department. Commissioner Richardson made a motion to classify the position as Code Inspector. Seconded by Commissioner Abrams. Motion carried 3-0.

EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Abrams. Motion carried 3-0. During executive session, the Commission took the following actions:

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Thompson made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Abrams. Motion carried 3-0.

Code Inspector #68-844
Fire Lieutenant #70-878
Housing Inspector #66-900

Establishment of Eligible Lists

Commissioner Thompson made a motion to establish the eligible lists specified below for the time period indicated. Seconded by Commissioner Abrams. Motion carried 3-0.

Assistant Supervisor of Streets #69-430 (1 year)
Deputy Police Chief – Type C #69-032 (2 years)
Deputy Police Chief – Type C #78-372 (2 years)
Police Chief – Type C #67-924 (2 years)
Police Chief – Type C #78-322 (1 year)

Addition of Candidates to Continuous Recruitment Eligible Lists

Commissioner Thompson made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Abrams. Motion carried 3-0.

Approval of Personnel Transactions

Commissioner Richardson made a motion to approve the Personnel Transactions. Seconded by Commissioner Thompson. Motion carried 3-0.

The next Civil Service Commission meeting will be held Wednesday, September 4, 2019, at 11:30 am.

With no further business, the meeting was adjourned at 12:20 pm.
### 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>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>Develops and administers the work plan for the City's historic preservation program, including regulatory, planning, educational and training functions;</td>
</tr>
<tr>
<td>20%</td>
<td>Provides technical assistance and administrative support to the Ithaca Landmarks Preservation Commission, including designation and design review as set forth in the Ithaca Landmarks Preservation Ordinance, the Commission's Rules of Procedure and state and federal standards;</td>
</tr>
<tr>
<td>20%</td>
<td>Provides technical assistance to owners of historic and architecturally significant properties;</td>
</tr>
<tr>
<td>10%</td>
<td>Provides technical assistance to the Community Development Department and other City offices with required state and federal project reviews, state and local environmental reviews and with the prevention treatment of historic and architecturally significant City facilities;</td>
</tr>
<tr>
<td>5%</td>
<td>Maintains a data base of all properties within the city designated under the Landmarks Preservation Ordinance and listed on the New York State and National Registers of Historic Places;</td>
</tr>
<tr>
<td>5%</td>
<td>Maintains and updates official maps of local historic districts;</td>
</tr>
<tr>
<td>10%</td>
<td>Designs, supervises and performs surveys, research, evaluation and treatment of historic resources in accordance with state and federal standards;</td>
</tr>
<tr>
<td>5%</td>
<td>Coordinates and conducts neighborhood based participatory planning process and supervises preparation of neighborhood plans;</td>
</tr>
<tr>
<td>5%</td>
<td>Serves as liaison to City Hall for neighborhood residents and neighborhood groups;</td>
</tr>
<tr>
<td>5%</td>
<td>Provides technical assistance to neighborhood groups with projects and activities such as playground improvements, development of recreational facilities, protection of neighborhood character and neighborhood stabilization;</td>
</tr>
<tr>
<td>1%</td>
<td>Prepares annual report of historic preservation activities as required by the New York State Certified Local Government Program;</td>
</tr>
<tr>
<td>1%</td>
<td>Acts as lead or support staff for City projects pertaining to land use, housing, accessibility, urban design and other areas of planning, including coordination with other departments, boards, committees and agencies;</td>
</tr>
<tr>
<td>1%</td>
<td>Researches, prepares applications and administers state, federal and regional grants;</td>
</tr>
<tr>
<td>1%</td>
<td>Manages consultant contracts;</td>
</tr>
<tr>
<td>1%</td>
<td>Administers Neighborhood Improvement Incentive Fund;</td>
</tr>
</tbody>
</table>

*(Attach additional sheets if more space is needed)*
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>Interns</td>
<td></td>
<td>Direct</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>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>City Hall Planning Dept.</td>
</tr>
</tbody>
</table>

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

**Education:**
- High School 4 Years
- College 4 Years, with specialization in Urban Planning
- College 6 Years, with specialization in Historic Preservation

**Experience:** (list amount and type) Minimum 2 years in either Urban Planning and/or Historic Preservation/Architecture

**Essential knowledges, skills and abilities:** Historic Preservation, Architecture

**Type of license or certificate required:** None

7. The above statements are accurate and complete.

Date: 8/29/19  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:**

**Jurisdictional Classification:**

Date:  Signature:

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

- [ ] Approved
- [ ] Disapproved

Date:  Signature:

Return One Completed Copy to Civil Service Commission  September 6, 2019
HISTORIC PRESERVATION AND NEIGHBORHOOD PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized professional planning position with primary work assignments focused on the areas of historic preservation and neighborhood planning. In addition to these responsibilities, the incumbent performs general professional planning duties in the office and in the field. General direction and project assignments are received from the Director of Planning and Development. The details of the work are independently planned and carried to completion. Work is performed independently with other planners both as support and lead staff. Supervision may be exercised over consultants, interns, and student assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and administers the work plan for the City’s historic preservation program, including regulatory, planning, educational and training functions;
Provides technical assistance and administrative support to the Landmarks Preservation Commission, including designation and design review as set forth in the Ithaca Landmarks Preservation Ordinance, the Commission’s Rules of Procedure and state and federal standards;
Designs, supervises and performs surveys, research, evaluation and treatment of historic resources in accordance with state and federal standards;
Provides technical assistance to owners of historic and architecturally significant properties;
Provides technical assistance to the Community Development Department and other City offices with required state and federal project reviews, state and local environmental reviews and with the prevention treatment of historic and architecturally significant City facilities;
Maintains a data base of all properties within the city designated under the Landmarks Preservation Ordinance and listed on the New York State and National Registers of Historic Places;
Maintains and updates official maps of local historic districts;
Prepares annual report of historic preservation activities as required by the New York State Certified Local Government Program;
Acts as the City’s representative at meetings with federal and state officials on design and implementation of the City’s historic preservation programs and projects;
Coordinates and conducts neighborhood based participatory planning process and supervises preparation of neighborhood plans;
Serves as liaison to City Hall for neighborhood residents and neighborhood groups;
Provides technical assistance to neighborhood groups with projects and activities such as playground improvements, development of recreational facilities, protection of neighborhood character and neighborhood stabilization;
Administers Neighborhood Improvement Incentive Fund;
Acts as lead or support staff for City projects pertaining to land use, housing, accessibility, urban design and other areas of planning, including coordination with other departments, boards, committees and agencies;
Typical Work Activities - continued

Researches, prepares applications and administers state, federal and regional grants; Manages consultant contracts; Performs miscellaneous office work and maintains records of work activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of federal, state and local historic preservation principles and programs with an understanding of their legal basis and the administration of regulatory controls; good knowledge of the principles, techniques, terminology and practices employed in City and regional planning; good knowledge of the National Historic Preservation Act of 1976 as amended, the Secretary of the Interior's Standards for Archaeology and Historic Preservation, the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties, and the New York State Environmental Quality Review Act; good knowledge of the principles and practices of neighborhood planning; good knowledge of site plan review and environmental review principles and requirements with an understanding of their legal basis and the administration of regulatory controls; good knowledge of research methods and techniques; good problem-solving skills; ability to communicate ideas and deal effectively with community groups and others; ability to prepare clear, accurate reports and to make oral and written presentations of ideas; ability to understand complex oral and written directions; ability to deal with tight deadlines and competing requests for time; ability to successfully work with and serve a diverse local community; initiative and resourcefulness; creativity; tact and good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Historic Preservation which shall include or be supplemented by a minimum of 20 credit hours of coursework in City or Regional Planning or an allied field with similar course curriculum; or

B. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in City or Regional Planning or an allied field with similar course curriculum, which shall include or be supplemented by a minimum of 20 credit hours of coursework related to Historic Preservation; or

C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in City or Regional Planning, Architecture, engineering, environmental studies, public administration or an allied field with similar course curriculum and three (3) years of full-time paid experience (or its part-time and/or volunteer equivalent) in municipal planning which shall have included extensive work in the field of historic preservation; or

D. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Historic Preservation and three (3) years of full-time paid experience (or its part-time and/or volunteer equivalent) in municipal planning; or
Minimum Qualifications - continued

E. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree which shall include or be supplemented by at least 20 credit hours of coursework in Historic Preservation, and five (5) years of full-time paid experience (or its part-time and/or volunteer equivalent) in municipal planning; or

F. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree which shall include or be supplemented by at least 20 credit hours of coursework in City or Regional Planning, and five (5) years of full-time paid experience (or its part-time and/or volunteer equivalent) in municipal planning which shall have included extensive work in the field of historic preservation; or

G. An equivalent combination of training and experience as defined by the limits of A through F.
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</th>
<th>Bureau, Division, Unit or Section</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Public Works</td>
<td>Streets and Facilities</td>
<td>Streets and Facilities</td>
</tr>
</tbody>
</table>

### 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>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>Planning, scheduling and assigning fleet maintenance activities. Coordinating repairs to coincide with various city departments work schedules and priorities.</td>
</tr>
<tr>
<td>20%</td>
<td>Maintain fleet maintenance software which entails entering vehicles and data into the system and associated spreadsheets. Monitoring preventative maintenance schedules while adjusting to manufacturer recommendations and industry trends. Entering and reviewing completed repair orders, mechanic hours and parts used for accuracy. Producing and interpreting reports to increase overall fleet efficiency.</td>
</tr>
<tr>
<td>15%</td>
<td>Assist, advise, recommend and inspect repairs to fleet vehicles and equipment.</td>
</tr>
<tr>
<td>10%</td>
<td>Order, assist and research the procurement of parts and supplies.</td>
</tr>
<tr>
<td>6%</td>
<td>Monitor, assist and update data pertaining to fleet fueling through the use of fuel site software and associated spreadsheets. Insure regulatory compliance for fuel site and petroleum bulk storage tanks.</td>
</tr>
<tr>
<td>6%</td>
<td>Produce monthly expenditure reports for vehicle repairs, fuel use and supplies requisitioned from the stockroom.</td>
</tr>
<tr>
<td>4%</td>
<td>Manage fleet GPS software. Produce and analyze various reports to assist in Interrupting vehicle use data.</td>
</tr>
<tr>
<td>4%</td>
<td>Prepare specifications for vehicles and equipment for bid submittals. Monitor NYS OGS vehicle procurement site and other municipal contracts relating to vehicle acquisitions. Complete all associated documents for awarding bids through OGS or other vendors. Insure the purchasing of vehicles and commodities conform to NYS Municipal Law and City Policy.</td>
</tr>
<tr>
<td>4%</td>
<td>Assist departments in budgeting for vehicle replacements, vehicle repairs and fuel use. Recommend vehicle replacement schedule and prepare capitol project requests.</td>
</tr>
<tr>
<td>3%</td>
<td>Maintaining vehicle and equipment insurance schedules. Investigate vehicle accidents. Maintain vehicle accident files. Communicate with outside Insurance agencies.</td>
</tr>
<tr>
<td>2%</td>
<td>Administrative services, meetings, staff management, safety and training.</td>
</tr>
<tr>
<td>1%</td>
<td>Vehicle and equipment sales.</td>
</tr>
</tbody>
</table>
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>Ray Benjamin</td>
<td>Assistant Superintendent of Public Works—Streets and Facilities</td>
<td>Direct</td>
</tr>
<tr>
<td>Mike Thorne</td>
<td>Superintendent of Public Works</td>
<td>General</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>Ramirez/Miller</td>
<td>Stock Room Manager/Clerk</td>
<td>Direct</td>
</tr>
<tr>
<td>Multiple (2)</td>
<td>Motor Equipment Mechanic Supervisor</td>
<td>Direct</td>
</tr>
<tr>
<td>Multiple (2)</td>
<td>Motor Equipment Mechanic Helper</td>
<td>General</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>Brian Carman</td>
<td>Fleet Manager</td>
<td>Streets &amp; Facilities</td>
</tr>
</tbody>
</table>

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

   A. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Automotive Technology or a related field and five (5) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
   B. Graduation from a high school technical or other vocational program in automotive repair and six (6) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
   C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
   D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

7. The above statements are accurate and complete.

Date: 8/29/2019  Title: Superintendent of Public Works  Signature: [Signature]

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: [Title]
   Jurisdictional Classification: [Classification]

Date: [Date]  Signature: [Signature]

Action by Legislative Body or Other Approving Authority

9. Creation of described position

   - [ ] Approved
   - [ ] Disapproved

Date: [Date]  Signature: [Signature]

Return One Completed Copy To Civil Service Commission  August 29, 2019
FLEET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, supervising and directing the procurement, maintenance and repair of City gasoline and diesel-powered, self-propelled and non-self-propelled motor driven equipment, vehicles and stationary equipment. The incumbent also oversees, schedules and manages the City motor vehicle pool. Additionally, the incumbent is responsible for managing the stock room and parts inventory for the Department of Public Works. The Fleet Manager is also responsible for implementing, supporting and advancing the City's "Green Fleet" initiatives, by researching and implementing alternative fuels, vehicles and technologies that help achieve the City's goals. The work is performed under the general supervision of the Assistant Superintendent of Public Works with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of supervisory, skilled and semi-skilled motor equipment maintenance staff, and stock room staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules, supervises and assigns maintenance and repair jobs, based on employee skill level, maintenance and repair schedules and work priorities, and indicates the nature of repair and maintenance work to be performed;

Plans, schedules, and oversees preventive maintenance for vehicles and equipment, following manufacturer preventive maintenance recommendations and requirements; develops preventive and predictive fleet maintenance programs;

Observes the work performed, and inspects and approves completed jobs to insure that schedules are met and that the quality of the work is satisfactory;

Maintains, develops, updates and expands the use of a comprehensive fleet management database and trains staff on its operation;

Implements and enforces safety procedures and standards for all maintenance shop operations;

Maintains records of service and repair history; reviews repair history for individual pieces of equipment for the purposes of identifying equipment failures and trends;

Recommends the purchase, repair or rebuilding of defective parts to keep both vehicle and equipment downtime and repair costs to a minimum;

Recommends modification to existing motorized equipment, and changes in specifications for new equipment to improve or eliminate apparent maintenance and repair problems;

Purchases supplies and equipment including preparation of requisitions and checking on deliveries;

Tracks status of vehicle warranties;

Insures that service and claims covered by warranty are properly performed, and that the work performed by manufacturer's representatives is satisfactory;

Oversees the operation of the City vehicle pool;

Oversees the stockroom operation and insures that proper levels of parts inventories are maintained;

Writes specifications for purchase of new and used vehicles and equipment based on department needs and City's Green Fleet initiatives and objectives;

Develops, implements and promotes City-wide policies that govern the acquisition, maintenance, use and disposal of vehicles, while working with City departments to reduce underutilized vehicles and eliminate older, high maintenance units from the fleet;

Oversees and administers fuel contracts and automated fuel site;
Typical Work Activities - continued

Researches alternative fuels and vehicle technologies and makes recommendations that further progress toward the City’s Green Fleet initiatives and objectives;
Maintains updated diagnostic software for all vehicles in the fleet;
Develops, trains, assigns, evaluates, counsels and disciplines staff;
Coordinates and schedules technical training opportunities for line mechanics;
Supervises and participates in the skilled diagnosis, repair, and maintenance of gasoline and/or diesel-powered vehicles on an as-needed basis;
Ensures inspection, registration and insurance requirements are met for all vehicles;
Ensures shop meets all environmental and safety regulations, including waste oil disposal, fire suppression for fueling island, etc.; prepares all corresponding reports and maintains required records;
Assists in preparation of the annual operating budget by recommending budget requirements for the maintenance shop including staffing, parts, supplies and equipment needs;
Performs risk management duties for vehicle and equipment damage, including claims investigations, recovery and subrogation;
Confers with department heads and the Assistant Superintendent of Public Works to coordinate maintenance schedules and shop activities to insure the most effective utilization of staff and equipment and that work is completed according to schedule;
Works with the Mayor’s Office and the Green Fleet Committee to implement, adhere to, develop and expand the City’s Green Fleet Policy;
Prepares and maintains a variety of narrative, statistical and cost records and reports;
Prepares technical bid specifications for vehicles and equipment;
Maintains the City’s capital asset list of vehicles and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the practices and techniques of mechanical, electrical, electronic and hydraulic repairs on gasoline or diesel-powered automotive and heavy construction equipment; thorough knowledge of the operation and use of automotive and motor driven equipment, including construction equipment; thorough knowledge of the use of automotive repair parts, equipment, materials and supplies; thorough knowledge of the operation and maintenance of automotive repair shop equipment; good knowledge of methods and practices of supervising automotive mechanic repair shop operations; good knowledge of safety rules and regulations applicable to motor equipment repair shop operations; working knowledge of welding and automotive body repair practices and techniques; ability to plan, organize and supervise automotive repair shop activities; ability to plan and supervise the work of others; ability to train subordinate skilled automotive repair personnel; ability to read and interpret technical automotive repair manuals, circuit diagrams and blueprints; ability to make accurate diagnoses of mechanical, electrical and hydraulic problems for gasoline and diesel-powered self-propelled and non-self-propelled equipment; ability to communicate effectively, both orally and in writing; ability to research and analyze new alternatives and trends in fuel efficiency and technology; ability to effectively manage a modern fleet management data and inventory tracking system; ability to prepare narrative, statistical and cost reports; ability to prepare vehicle and equipment bid specifications; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Automotive Technology or a related field and five (5) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or

B. Graduation from a high school technical or other vocational program in automotive repair and six (6) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or

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

SPECIAL REQUIREMENTS:

A. 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.

B. Possession of a valid New York State Motor Vehicle Inspectors License at the time of appointment and maintenance of said license for the duration of employment.

C. Candidates must become certified by the New York State Department of Environmental Conservation as a Class A/B Fuel Site Operator within one (1) year of appointment and must maintain said certification for the duration of employment.
Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 07/01/68
Revised: 04/11/94, 05/19/97, 05/03/17, 07/12/17, 10/02/19

ELECTRICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the skilled and efficient installation, maintenance and repair of all electrical equipment, wiring and electrical systems for the City. As a journey-level electrician, the incumbent is responsible for assuring that all electrical installations under the Board of Public Works control are in safe operating condition and in compliance with the National Fire Protection Association, National Electrical Code, the National Fire Alarm and Signal Code, the New York State Manual on Uniform Traffic Control Devices, and the Manual on Uniform Traffic Control Devices issued by the United States Department of Transportation. The work is performed under the general supervision of the Supervisor of Electrical Services. General instructions are received regarding the tasks to be performed, with considerable leeway allowed for planning the details of each job. Working supervision may be exercised over the work of technicians or apprentices. Does related work as required.

TYPICAL WORK ACTIVITIES:
Installs, maintains and repairs electrical lighting, distribution, switchgear, relays, transformers and associated components;
Installs, maintains and repairs traffic control systems, including TS1/TS2 traffic controllers, software and related equipment;
Installs, maintains and repairs electric motors, motor control centers, and variable frequency drives;
Installs, maintains and repairs remote reading and control systems;
Installs, maintains and repairs all interior and exterior electric systems under BPW control;
Installs, repairs and maintains City owned street lighting systems;
Installs, maintains and repairs low voltage wiring for computer, data, fire alarm, security and telephone equipment;
Performs electrical installations, repairs and maintenance involving energized equipment, including utility secondary feeders;
Installs, maintains and repairs fire alarms, emergency systems and exit signs in City buildings;
Coordinates and consults with public and private agencies, organizations and professionals, including the NYS Department of Transportation, NYSEG, telecom providers and private contractors;
Orders materials and keeps inventory of electrical supplies;
Operates and maintains a variety of equipment and tools relative to the work;
Performs work in potentially hazardous environments such as confined spaces, inclement weather, heights in excess of 50 feet, and where toxic vapors may be present.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of state and local codes governing the installation and maintenance of traffic signal devices and industrial electrical work performed; thorough knowledge of the common practices, tools, terminology and safety precautions of the electrical trade, and of the design, construction, installation, maintenance and repair of electrical instruments, devices and equipment; thorough knowledge of the traffic signal devices, alarm systems and other specialized electrical circuitry; good knowledge of the geography of the municipality; ability to perform skilled electrical work; ability to safely and effectively work with low potential, high potential and extra high potential circuits; ability to read and interpret electrical blueprints and/or other technical drawings pertaining to the electrical trade; ability to work from plans, specifications and working diagrams and to follow sketches and oral instructions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to successfully work with and serve a diverse local community; willingness to respond to emergency situations; excellent safety record; 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 years of experience as a journey-level electrician.

SPECIAL REQUIREMENTS:

1. Candidates must either obtain certification from the City of Ithaca as a Licensed Electrician within twenty-four (24) months of appointment, or possess a valid Electrician license comparable to a City of Ithaca Electrician license, and must maintain said license certification for the duration of employment.

2. Candidates must obtain a New York State Class B Commercial Driver License (CDL) or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License within twelve (12) months of appointment and must maintain said license for the duration of employment.
RE: Electrician License

Jonathan Maragni

Sent: Friday, September 20, 2019 7:01 AM
To: Valerie Saul

Hi Val,

After discussing the electrical license requirements for the Electrician position with Carol Marion and Ray Benjamin we would like to accept comparable electrical licenses to fulfill this requirement. At this time I would respectfully ask the Electrician position requirement be changed to reflect this decision. Thanks so much for your guidance, I really appreciate it. Please let me know if any additional information is needed or if I can be of any help moving forward.

Thanks,
Jon

Jon Maragni
Supervisor of Electrical Services
Department of Public Works, Streets and Facilities
(607) 272-1718
jmaragni@cityofithaca.org

https://mail.cityofithaca.org/owa/?ae=Item&t=IPM.Note&id=RgAAAD65... 9/20/2019
Chapter 146. Building Code Enforcement

Article V. Electricians

§ 146-36. License application and fees; transferability.

A. All persons desiring to be examined shall make application to the Director of Planning and Development of the City in such form and detail as may be required. Such application shall be accompanied by payment of an examination fee of $100.

[Amended 6-5-2013 by Ord. No. 2013-15[1]]

[1] Editor's Note: This ordinance provided for an effective date of 1-1-2014.

B. The fee for an original license is included in the examination fee.

C. Licenses must be renewed annually. Each year shall commence in January. Renewal fees are due by February 1 of each year. Renewal fees are $100.

D. Licenses are not transferable. Licenses are revocable for cause adjudged by the Examining Board of Electricians to be in the best interest of the City. Any person whose licenses is revoked and who is in disagreement with the judgment of the Examining Board of Electricians may appeal to the Building Code Board of Appeals, provided that a written statement setting forth the reasons for such appeal is filed with the Secretary of the Board within 30 days of the service of the revocation order upon such person. The Director of Planning and Development or his/her designee shall notify such person of this right to appeal and of this thirty-day time limitation. Upon receipt of such appeal, the Building Code Board of Appeals shall hold a hearing within 30 days and, after review of all evidence, shall affirm, modify or annul the action of the Examining Board of Electricians. After the hearing, the Building Code Board of Appeals' judgment shall be final.

[Amended 6-5-2013 by Ord. No. 2013-15[2]]

[2] Editor's Note: This ordinance provided for an effective date of 1-1-2014.

E. Special reciprocal licenses. All persons who undertake or contract to do the work of an electrician who are not licensed by the City of Ithaca and are licensed by another municipality will be considered for a special reciprocal license. Such persons are required to provide any information that the Examining Board of Electricians may require for a special reciprocal license. A fee, based on the schedule below, is due for each electrical contract undertaken by such person. The Examining Board shall review the credentials of all such persons and conduct any review that the Board deems necessary to carry out its purpose to protect the best interests of the City of Ithaca. In the event that a special reciprocal license is denied, the Board shall provide the applicant with a written denial letter that fully states the reasons for
Any such denial may be appealed in the same manner as the appeal of City electrical license revocation.

<table>
<thead>
<tr>
<th>Amount of Electrical Work</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $50,000</td>
<td>$200</td>
</tr>
<tr>
<td>$50,000 to $100,000</td>
<td>$500</td>
</tr>
<tr>
<td>Greater than $100,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>