CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Thursday, November 14, 2019
Time: 11:30 am
Location: City Hall, Pistachio Room

AGENDA

Approval of Minutes

New Business

1. Update of Job Description: Construction Engineer
2. New Position Duties Statement and Adoption of Job Description: DPW - Director of Transportation and Parking
4. Request to Reinstall Prior Senior Plan Examiner Job Description
5. Discontinuation of Typing Performance Tests - discussion

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
September 4, 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 July 3, 2019 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.

NEW BUSINESS

Revision of Minimum Qualifications: Wastewater Treatment Plant Operator Trainee

The Commission reviewed proposed revisions to the minimum qualifications for Wastewater Treatment Plant Operator Trainee. The revisions adjust the science and math requirements for the position. The revised minimum qualifications will read as follows:

"MINIMUM QUALIFICATIONS:

A. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Water/Wastewater Technology, Environmental Science, Engineering Technology, physical sciences, chemistry, biological sciences, life sciences or a closely related field with similar course curriculum; or

B. Graduation from high school or possession of a high school equivalency diploma and successful completion of at least twelve (12) college credit hours of math and/or science coursework; or

C. Graduation from high school or possession of a high school equivalency diploma, which shall have included the successful completion of at least two years of high school mathematics and at least two years of high school science; or

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

Commissioner Richardson made a motion to revise the minimum qualifications as proposed. Seconded by Commissioner Thompson. Motion carried 3-0.

Update of Job Description: Recreation Program Coordinator

The Commission reviewed proposed updates to the Recreation Program Coordinator job description. The updates reflect current departmental staffing patterns and activities; they do not change the overall scope or nature of the position. Commissioner Abrams made a
motion to update the Recreation Program Coordinator job description as proposed. Seconded by Commissioner Thompson. Motion carried 3-0.

Update of Job Description: Senior Plan Examiner

The Commission reviewed proposed updates to the Senior Plan Examiner job description. The updates revise the job description to reflect the fact that the position has project-based working supervisory responsibilities, not direct supervisory responsibilities. The revisions also update daily tasks, but do not change the overall scope or nature of daily work activities. Commissioner Thompson made a motion to update the Senior Plan Examiner job description as proposed. 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 Roster of Candidates for Examination

Commissioner Abrams made a motion to approve the Roster of Candidates for Police Officer Examination #67-955. Seconded by Commissioner Thompson. Motion carried 3-0.

Establishment of Eligible Lists

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

- Administrative Assistant #70-095 (2 years)
- Code Inspector #68-844 (1 year)
- Deputy Director of Planning and Development #78-976 (1 year)
- Fire Lieutenant #70-878 (2 years, effective October 1, 2019-October 1, 2021)
- Housing Inspector #66-900 (2 years)
- Payroll Coordinator #61-696 (1 year)
- Planner #64-978 (1 year)
- Police Sergeant #70-917 (2 years)
- School Bus Dispatcher #67-794 (1 year)
- School Bus Dispatcher #79-503 (1 year)
- Transportation Supervisor #65-446 (1 year)

Extension of Eligible List

Commissioner Thompson made a motion to extend Fire Lieutenant Eligible List #77-329 until September 30, 2019, to allow for the completion of the current hiring process. Seconded by Commissioner Richardson. Motion carried 3-0.
Addition of Candidates to Continuous Recruitment Eligible Lists

Commissioner Abrams made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Thompson. 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, October 2, 2019 at 11:30 am. With no further business, the meeting was adjourned at 12:30 pm. The Civil Service Commission then participated in NYS Mandated Sexual Harassment Prevention Training.
CONSTRUCTION ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory engineering position responsible for planning, coordinating, overseeing and implementing public works projects representing a wide range of civil construction activities including, but not limited to, maintenance and repair of roads, bridges, drainage structures, retaining walls, and building systems. The work is performed in accordance with established engineering principles and construction techniques, with flexibility allowed for choosing methods and materials. The position differs from that of other engineering staff Civil Engineer in that assignments are more directly related to operations and implementation, and primarily focus on construction projects performed by City public works staff, rather than the management of construction contracts. The work is performed under the general supervision of the Assistant Superintendent of Public Works (Streets and Facilities) with considerable leeway allowed for the exercise of independent judgment in carrying out the technical details of the work. Supervision is exercised over a large staff of public works employees of varying skill levels, with the daily supervision of crews delegated to subordinate supervisors as appropriate. The incumbent works closely with public works division supervisors and departmental engineering staff to carry out projects, and may provide working supervision to skilled and unskilled staff as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules, supervises and directs new construction, reconstruction and repairs to City infrastructure, such as streets and drainage systems, bridges, buildings, etc;
Inspects construction for conformance with contract provisions and City standards;
Interprets contract specifications and construction standards for contractors and field staff, and resolves differences in interpretation;
Coordinates projects, including liaison with contractors and vendors, scheduling, and gathering general project information for reports;
Develops prioritization methodology for needed repair and maintenance work;
Develops cost estimates and budget needs for annual budget;
Develops and maintains database of repair work;
Performs manual and computer aided design and analysis of public works projects;
Performs survey and other field work to lay out projects and gather information;
Hires, trains and supervises subordinate staff as assigned; monitors staff performance and addresses performance issues;
Maintains street inventory records;
Utilizes a variety of technical equipment and tools, including engineering software, global positioning equipment, survey equipment and pipe locating equipment;
Prepares and maintains a variety of records and reports.
May act for and in place of the Assistant Superintendent of Public Works (Streets and Facilities) as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern engineering principles, practices, equipment and terminology; good knowledge of construction means, methods, and procedures; good knowledge of the federal, state and local laws, rules, regulations, codes and procedures governing municipal and road construction; good knowledge of design and specification writing, computer-aided design, inspections and field surveying and layout; skill and tact in dealing with the public; skill in utilizing computer aided design and other engineering related software and common office software programs including word processing, spreadsheets and databases; strong math skills; ability to coordinate multiple construction
Construction Engineer

Page 2

Full Performance Knowledges, Skills, Abilities, Personal Characteristics - continued
projects; ability to train and supervise subordinate staff; ability to understand and interpret complex
oral instructions and/or written directions; ability to interpret plans and specifications; ability to prepare
activity records and reports; ability to establish cooperative relationships with contractors, vendors,
co-workers and other staff; ability to successfully work with and serve a diverse local community;
mechanical aptitude; willingness to work in all weather conditions; physical condition commensurate
with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered four year college or
university with a Bachelor's degree in Construction Technology, Civil Engineering or a closely
related field with similar course curriculum and two (2) years of full-time paid experience, or its
part-time paid equivalent, in civil construction or maintenance; or

B. Graduation from a regionally accredited or New York State registered two year college with an
Associate's degree in Construction Technology, Engineering Technology or a closely related
field or similar course curriculum and four (4) years of full-time paid experience, or its part-time
paid equivalent, in civil construction or maintenance; or

C. Graduation from high school or possession of a high school equivalency diploma and six (6)
years of full-time paid experience, or its part-time paid equivalent, in civil construction or maintenance.

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
**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>Transportation &amp; Parking (new)</td>
<td>City Hall/Parking Office</td>
</tr>
</tbody>
</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>Job Title: Director of Transportation and Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percent of Work Time</strong></td>
</tr>
<tr>
<td>20%</td>
</tr>
<tr>
<td>20%</td>
</tr>
<tr>
<td>15%</td>
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<tr>
<td>5%</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>Mike Thorne</td>
<td>Superintendent of Public Works</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>Eric Hathaway</td>
<td>Transportation Engineer</td>
<td>Direct</td>
</tr>
<tr>
<td>Duane Ross</td>
<td>Commons Maintenance Supervisor</td>
<td>Direct</td>
</tr>
<tr>
<td>Lisa Sperger</td>
<td>Senior Community Service Officer</td>
<td>Direct</td>
</tr>
<tr>
<td>Kelly Rogers</td>
<td>Parking Operations Supervisor</td>
<td>Direct</td>
</tr>
<tr>
<td>Various (4)</td>
<td>Commons Maintenance Positions</td>
<td>General</td>
</tr>
<tr>
<td>Various (5)</td>
<td>Community Service Officers</td>
<td>General</td>
</tr>
<tr>
<td>Various (5)</td>
<td>Parking Lot Attendants</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>Tim Logue</td>
<td>Director of Engineering Services</td>
<td>City Hall</td>
</tr>
</tbody>
</table>

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

- Bachelor's degree in Civil Engineering or Planning, with concentration in Transportation
- 6+ years professional experience in transportation engineering and/or planning
- 2+ years supervisory experience

7. The above statements are accurate and complete.

Date: 10/10/2019  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: 

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  

October 10, 2019
DIRECTOR OF TRANSPORTATION AND PARKING

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position responsible for the planning, operations, maintenance and management of the City's transportation network, including on- and off-street parking facilities and equipment, traffic control systems, alternative transportation facilities, and the downtown Ithaca Commons pedestrian mall. The incumbent is also responsible for transportation planning initiatives and engineering studies. The Director of Transportation and Parking oversees both the operation and enforcement of the City parking system, including municipal parking garages, off-street parking lots, on-street paid parking and pay stations. The work also includes managing and overseeing maintenance activities for the downtown Ithaca Commons outdoor pedestrian mall. The work is performed under the general supervision of the Superintendent of Public Works with considerable leeway permitted for the exercise of independent professional judgment. Supervision is exercised over a sizeable staff assigned to engineering, parking operations, parking enforcement, and maintenance functions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements goals, objectives, policies, procedures and priorities for the management of City parking and traffic control systems, including long-term, large-scale transportation planning efforts, in cooperation with other City departments, Cornell University, TCAT, adjacent municipalities, and inter-municipal organizations;
Supervises and manages the daily operation of parking garages and on-street parking, including parking enforcement functions;
Collects, analyzes and summarizes transportation, traffic and safety data, and prepares reports and policy recommendations;
Collects, analyzes and summarizes parking data, including revenues, expenses and usage patterns, and prepares reports on operations and effectiveness of on-street and off-street parking assets;
Initiates transportation studies and reports, and makes technical recommendations regarding traffic rules, regulations and ordinances, traffic signage and control and pedestrian and bicycle safety;
Manages and coordinates activities related to the installation and maintenance of traffic signals, street signage and pavement markings;
Develops and enforces programs for the management of curb space;
Supervises, directs and evaluates job performance of subordinate employees;
Meets with government officials, business owners, developers, and advocacy groups regarding Transportation Demand Management (TDM) programs, policies and related matters;
Supervises and manages the cleaning and general maintenance of the Ithaca Commons;
Evaluates and provides recommendations on active and alternative transportation facilities;
Works closely with the Engineering Division on engineering design for transportation facilities, traffic control devices, pavement markings and signage;
Works cooperatively and coordinates operations with the Downtown Ithaca Alliance and other City departments involved in activities related to parking and the Ithaca Commons;
Oversees the preparation of the Division's operating budget and recommends long-term capital improvements for parking garages, surface lots, parking equipment, alternative transportation facilities and features associated with the Ithaca Commons;
Coordinates and manages work with outside engineering firms and vendors on traffic and parking related items;
Represents the City at a variety of meetings and on a variety of committees.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the principles and practices of transportation engineering; good knowledge of the principles and practices of transportation planning; good knowledge of best practices, procedures, technology and equipment used in the management, operation and maintenance of large municipal parking facilities, structures and on-street parking equipment; good knowledge of traffic control and traffic signal systems; good knowledge of the application of federal, state and local laws, regulations and ordinances pertaining to transportation engineering, including traffic control and traffic control devices; good knowledge of street and highway design and construction methods; good knowledge of construction procedures including design, specification writing, inspections and surveys; good knowledge of the factors controlling traffic movement and the methods of analyzing traffic problems; good knowledge of the modern methods of enforcing parking control regulations and ordinances; good knowledge of City ordinances and New York State vehicle and traffic laws pertaining to parking and parking violations; good knowledge of maintenance activities for urban public spaces; working knowledge of City budgetary procedures; ability to supervise, direct and evaluate the work of others; ability to establish and maintain effective working relationships with others; ability to understand and interpret complex written material; ability to collect, analyze and interpret data; ability to prepare plans, specifications and narrative and tabular reports; ability to communicate effectively, both orally and in writing; ability to develop, propose, analyze, communicate, and implement new policies, procedures, and programs; 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 New York State registered or regionally accredited university with a Master's Degree in Transportation Engineering or Transportation Planning, and four (4) years of full-time paid experience, or its part-time paid equivalent, in transportation engineering or transportation planning, at least two (2) years of which must have been in a supervisory capacity; or

B. Graduation from a New York State registered or regionally accredited four-year college or university with a Bachelor's Degree in Civil Engineering, Transportation Engineering, Urban or Municipal Planning, Transportation Planning or a closely related field with similar course curriculum, and six (6) years of full-time paid experience, or its part-time paid equivalent, in transportation engineering or transportation planning, at least two (2) years of which must have been in a supervisory capacity.
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.

1. **Department:** DPW  
   **Division:** Water & Sewer  
   **Location of Position:** 510 First Street, Ithaca, NY

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>Job Title: <strong>Laborer</strong></th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Performs manual labor in support of the installation of municipal water and sewer infrastructure;</td>
</tr>
<tr>
<td>20</td>
<td>Performs manual labor in support of the maintenance of municipal water and sewer infrastructure;</td>
</tr>
<tr>
<td>20</td>
<td>Performs manual labor in support of the operation of municipal water and sewer infrastructure;</td>
</tr>
<tr>
<td>10</td>
<td>Performs manual labor in support of the maintenance of Department of Public Works Facilities &amp; Grounds;</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>Rodney Vaow</td>
<td>Working Supervisor</td>
<td>Direct</td>
</tr>
<tr>
<td>Don Corwin</td>
<td>Water &amp; Sewer Operations Supervisor</td>
<td>Direct</td>
</tr>
<tr>
<td>Erik Whitney</td>
<td>Assistant Superintendent DPW, Water &amp; Sewer Division</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

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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

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<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
</table>

6. What minimum qualifications do you think should be required for this position? None

<table>
<thead>
<tr>
<th>Education:</th>
<th>High School ______ Years</th>
<th>College ______ Years, with specialization in</th>
<th>College ______ Years, with specialization in</th>
</tr>
</thead>
</table>

| Experience: (list amount and type) | None |

| Essential knowledges, skills and abilities: | Ability to follow instructions; ability to lift heavy weights; ability to successfully work with and serve a diverse local community; willingness to perform routine manual work; willingness to work under all weather conditions; physical condition commensurate with the demands of the position. |

| Type of license or certificate required: | New York State Class D driver license |

7. The above statements are accurate and complete.

Date: 11/6/19  Title: Assistant Superintendent City of Ithaca  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:

<table>
<thead>
<tr>
<th>Title:</th>
<th>Jurisdictional Classification:</th>
</tr>
</thead>
</table>

Date: [Signature]

Return One Completed Copy to Civil Service Commission
LABORER

DISTINGUISHING FEATURES OF THE CLASS: The work involves duties which are primarily of a routine manual and unskilled nature requiring physical endurance and a willingness to perform heavy work. The work is performed on assigned public works projects, including the construction, maintenance and/or repair of municipal streets, bridges, parks and grounds, water distribution systems, wastewater collection systems, building maintenance and repair, and solid waste disposal. The work may also involve the performance of custodial work and unskilled building maintenance and repairs. The work is performed under the direct supervision of a higher level public works crew member. Supervision of others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in patching streets and roads;
Rakes, tampes and shovels asphalt;
Loads and unloads trucks;
Excavates and backfills for construction and repairs;
Cleans streets, park areas, culverts, and basins;
Charges mixing machines with cement, sand and stone;
Removes snow from streets, park and recreation areas;
Assists in cleaning sewers and catch basins;
Cuts grass, trims shrubs, rakes leaves, cuts brush, spades flower beds;
Assists with tree planting and wood cutting;
Sands and cinders streets and roads;
Assists in firing and cleaning boilers;
Assists in the installation and maintenance of traffic signs and markings;
Washes walls and windows and performs a variety of heavy building and cleaning work;
Performs unskilled work specified under basic non-skill work orders;
Performs various unskilled building repairs such as replacing lightbulbs, replacing door handles, unplugging sinks, toilets and wash basins, and repairing closet doors;
Directs trucks on dump grounds;
Collects garbage, rubbish and recyclables.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Ability to follow instructions; ability to lift heavy weights; ability to successfully work with and serve a diverse local community; willingness to perform routine manual work; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT AT ITHACA HOUSING AUTHORITY: 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.
TO: Schelley Michell-Nunn, City of Ithaca Director of Human Resources

FROM: JoAnn Cornish, City of Ithaca Director of Planning and Development

DATE: October 7, 2019

RE: Senior Plan Examiner

Dear Civil Service Commissioners:

I have decided to withdraw the amended job description for the position of Senior Plan Examiner, which was approved by the Commission on September 4, 2019, and to restore the job description that was in effect prior to that date.

Thank you for your time and attention to this matter.

Sincerely,
JoAnn Cornish
SENIOR PLAN EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position responsible for the review of construction documents and building plans and the supervision of staff engaged in code inspection activities. Under the general supervision of departmental superiors, the Senior Plan Examiner enforces and supervises the enforcement of State and City laws and ordinances related to buildings and land use including but not limited to the New York State Uniform Fire Prevention and Building Code, the New York State Multiple Residence Law, the New York State Energy Code, the City of Ithaca Building and Housing Code, the City of Ithaca Zoning Ordinance, the Historic Preservation Ordinance, the Flood Damage Prevention Ordinance, and the City of Ithaca Sign Ordinance. The Senior Plan Examiner acts as the Secretary to assigned City boards, such as the Building Code Board of Appeals, in the absence of superiors and in conjunction with superiors. The Senior Plan Examiner also provides assistance to the public, contractors, property owners, and tenants in the area of codes, building construction and occupancy issues. The review and approval of construction plans for, and inspection and approval of, all buildings is the responsibility of this position. The duties of the Senior Plan Examiner are supervisory rather than administrative and, while the Senior Plan Examiner possesses the authority to interpret policy and implement departmental procedures, the Senior Plan Examiner does not establish departmental policies or create departmental procedures. Supervision is exercised over code inspection and clerical staff as assigned. Does other related work as required.

TYPICAL WORK ACTIVITIES:
Revises, checks and approves plans and specifications submitted with building permit applications for compliance with building codes, housing code, zoning ordinance, environmental review law, energy code, plumbing and electrical codes, and other applicable life safety codes prior to issuing permits;
Takes corrective action in cases where construction, design, occupancy or use activities do not comply with codes and ordinances;
Inspects or directs the inspection of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;
Issues building permits;
Explains the requirements of the City of Ithaca Building Code, the New York State Uniform Fire Prevention and Building Code, the New York State energy Code, the City of Ithaca Housing Code, the New York State Multiple Residence Law, the City of Ithaca Plumbing Code, the National Electric Code, other life safety codes and local ordinances to the public, contractors, property owners, and all other interested parties;
Inspects existing buildings and structures to insure their conformity with safety standards;
Investigates complaints and assists in preparation of materials for abating violations of the building codes and housing codes;
Maintains records of acts and decisions;
Assists in the preparation of cases for prosecution for violations of codes and ordinances relating to buildings and the use and occupancy of land and buildings;
Testifies in court actions involving building and housing codes;
Assists in the preparation of periodic reports of buildings and structures erected or altered, of permits issues, of fees collected and estimated costs of work covered by such permits for presentations to the Common Council;
Refers inquiries to other public and private agencies or offices for questions outside the jurisdiction of the Planning, Building and Development Department;
Typical Work Activities - continued

Supervises the work of code inspectors, trains staff, and provides input into the hiring and/or evaluation of staff;
Reviews all permit applications before delegating work to the Code Inspectors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of, and the ability to read and interpret, building plans and specifications; thorough knowledge of the modern practices, principles, materials and tools used in building construction, including construction involving reinforced concrete and structural steel; thorough knowledge of the building trades; thorough knowledge of the New York State Multiple Residence Law, the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, The City of Ithaca Building and Housing Code, Zoning Ordinance, Landmark Preservation Ordinance, and Flood Plain Ordinance; working knowledge of governmental organization and jurisdiction; ability to teach the application of codes to inspectors; computer literacy; excellent reading, writing, and research skills; ability to establish and maintain cooperative and effective relationships with other public officials, building contractors and the public; ability to maintain confidentiality; ability to be firm but courteous; ability to successfully work with and serve a diverse local community; thoroughness; good judgment; good attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture, or a closely related field with similar course curriculum, and five (5) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

C. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

D. An equivalent combination of training and experience as defined by the limits of (A) and (B) 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. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within eighteen months of permanent appointment, and must maintain said certification for the duration of employment.