



Mayor Jared M. Kraham

## Office of the Civil Service Commission

*Kent Drake-Deese, Personnel & Safety Director*

*Catherine Furner, Commissioner  
Eileen Fitzgerald, Commissioner  
Richard A. Bucci, Commissioner*

### **CIVIL SERVICE COMMISSION MEETING AGENDA** Personnel/Civil Service Office, 38 Hawley Street, Binghamton 3pm Wednesday, October 18, 2023

- I. Call to Order:
  
- II. Approve the minutes from the October 4, 2023 special meeting
  
- III. New Business:
  - a. New Position for Binghamton City School District: **Director of Aquatics**, presented by Dawne Anna-Adams
  
  - b. **Desk Audit Job Description updates:**
    - Finance Accounts Payable Clerk
    - Historic Preservation and Neighborhood Planner
    - Housing Specialist
    - Program Assistant
    - Senior Engineer
  
- IV. Second Read Business:
  - Request for 3<sup>rd</sup> provisional appointment for Administrative Assistant in Engineering, by Ron Lake
  
- V. Other Business:
  - Eligible lists established: Fire Lieutenant, Fire Captain, Account Clerk Typist, Payroll Assistant and Finance Accounts Payable Clerk
  
- VI. Adjournment:



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### CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Personnel/Civil Service Office, 38 Hawley Street, Binghamton

3pm Wednesday, October 4, 2023

- I. Call to Order: 3:00 pm
- II. Present: Richard Bucci, Eileen Fitzgerald, Kent Drake-Deese, Jaime Allen, Ron Lake, Jean Westcott and Leslie Cornwall via zoom      Absent: Catherine Furner
- III. Approve the minutes from the September 20, 2023 meeting  
    Motion to approve: Fitzgerald  
    Second: Bucci
- IV. Business:
  - a) Job description update for Binghamton Housing Authority, *Modernization and Maintenance Administrator* presented by Jean Westcott  
    Jean explained she was bringing this position back but making a couple updates to the title as it has not been used in many years.  
    Motion to approve: Fitzgerald  
    Second: Bucci
  - b) Request for 3<sup>rd</sup> provisional appointment for Administrative Assistant in Engineering, requested by Ron Lake  
    Discussion: Ron Lake stated that he strongly recommends making an exception and allowing a third provisional due to the high quality of work this person has consistently demonstrated over time including bringing the administrative functioning of the office back from disaster when she first came to the department. Due to her outstanding abilities and work ethic, she was quickly moved to the Administrative Assistant position assuming the duties of two different positions at once. She continued to thrive and has become invaluable to the department. It was also a concern that losing her at this time would cause significant chaos to the office at a critical period likely resulting in thousands of dollars in lost/late revenue for the city. Kent Drake-Deese also added that she had endured the deaths of two people close to her in the days leading up to the exam. It was also offered that there is no mandatory eligible list for this position. After discussion, the Commissioners were not prepared to set precedent and opted to defer making a decision for two weeks when all three members could consider the request at the next regularly scheduled meeting.
- V. Adjournment:  
    Motion: Fitzgerald  
    Second: Bucci  
    (2-0)  
    3:16 pm

## DIRECTOR of AQUATICS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for organizing and supervising the aquatics program and use of various swimming pools and related facilities under the jurisdiction of Binghamton City School District. Under the general supervision of the Director of Physical Education, an employee in this class is responsible for the organization and supervision of the aquatic services, such as, management of a number of pools on a seasonal and year-round basis, development of special programs, and supervision of a moderate number of personnel. A person in this class supervise Chief Lifeguards, Lifeguards full time and seasonal, Pool Supervisors and assigned custodial personnel and is responsible in part or in whole for their recruitment, training and evaluation and discipline. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Coordinates use of pool facility with Director of Physical Education and School Principals;
- Recruits, interviews, recommends for hiring, and trains lifeguard staff in water rescue and first aid procedures according to American Red Cross, State, County, and local standards;
- Recruits, interviews, recommends for hiring, and trains swimming facility employees and Lifeguards and Pool Supervisors in water safety standards and management techniques;
- Visits swimming facilities or programs regularly to inspect for cleanliness of facility, proper safety and guarding precautions; organization and effectiveness of programs, and/or proper recordkeeping techniques, as well as in testing safety of water;
- Oversees the care, maintenance and repair of pool facilities and equipment;
- Collects lists of needed supplies and refers orders to clerical staff for processing and acquisitions;
- Provides swimming facilities with supplies when they are received or in stock;
- Assigns or recommends assignment of personnel to work sites and maintains disciplinary standards;
- Develops, initiates and revises rules and regulations for the use and care of swimming facilities;
- Coordinates separate and co-sponsored programs and events with other community groups;
- Conducts swimming and life saving tests in the water to qualify prospective candidates for jobs as lifeguards or instructors;
- Conducts regular staff meetings to inform subordinates of department standards, goals and regulations, future scheduling and to discuss and solve problems or mutual difficulties;
- May participate in the planning and implementation of a public relations program to promote use of pools and swimming programs;
- Schedules needed transportation services with Director of Physical Education;
- Maintains log book of incidents;
- Works with Building and Grounds Supervisor to ensure that facilities are properly maintained for safety reasons;
- May conduct studies to assess the effectiveness of existing programs and the probable student and public acceptance of new programs;
- May prepare program budgets, including personnel, services, materials, supplies and estimates of revenues.

CONTINUED OVER

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

Thorough knowledge of skills, teaching concepts and rules of swimming programs or related water sports; thorough knowledge of swimming facility and program management and safety standards; good knowledge of teaching techniques for courses in Lifesaving, and all levels of swimming; good knowledge of the techniques of CPR, advanced First Aide and water safety and rescue; good knowledge of the use, care and maintenance of various chemically treated pool filtration systems; working knowledge of the programs and processes for acquisition of Lifesaving and WSI Certification; skill in swimming, water rescue and first aide, ability to supervise subordinates in a matter conducive to high effectiveness and morale, ability to establish good working relationships with school officials and the public; ability to enforce rules and regulations firmly and tactfully; ability to teach advanced lifesaving and swimming techniques; ability to prepare reports and maintain records; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- Graduation from a New York State registered college with an associate's degree in Recreation, Physical Education or closely related field **and** two (2) years of work experience in organizing, supervising, and/or conducting a specialized swimming or water sport program or in supervising the operation and maintenance of either a municipal pool or natural water swimming area.

**Note:** A bachelor's degree in Recreation or Physical Education from a regionally accredited or New York State registered college or university may be substituted for one (1) year of experience described above. Work Experience of less than one (1) year or less than full time may be credited on a pro-rated basis.

**Special Requirements:** Possession of a Red Cross or equivalent Advanced Life Saving and Water Safety Instructor Certificate at time of application.



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

### 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.

<b>1. Department</b> Physical Education	<b>Bureau, Division, Unit or Section</b>	<b>Location of Position</b> District Wide
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**Description of Duties:** The work involves responsibility for organizing and supervising the aquatics program and use of various swimming pools and related facilities under the jurisdiction of the school. Under the general supervision of the Director of Physical Education, an employee in this class is responsible for the organization and supervision of the aquatic services, such as, management of a number of pools on a seasonal and year-round basis, development of special programs, and supervision of a moderate number of personnel. A person in this class supervise Chief Lifeguards, Lifeguards full time and seasonal, Pool Supervisors and assigned custodial personnel and is responsible in part or in whole for their recruitment, training and evaluation and discipline. Does related work as required.

**Job Title:** Director of Aquatics

Percent of Work Time	Job Duty
25%	<ul style="list-style-type: none"> <li>Coordinates use of pool facility with Director of Physical Education and School Principals;</li> </ul>
20%	<ul style="list-style-type: none"> <li>Determines staffing needs, interviews, recommends for hire, trains, assigns and evaluates staff;</li> </ul>
15%	<ul style="list-style-type: none"> <li>Coordinates separate and co-sponsored programs and events with other community groups; conducts swimming and life saving tests in the water to qualify prospective candidates for jobs as lifeguards or instructors; may participate in the planning and implementation of a public relations program to promote use of pools and swimming programs;</li> </ul>
15%	<ul style="list-style-type: none"> <li>Maintains log book of incidents; works with Building and Grounds Supervisor to ensure that facilities are properly maintained for safety reasons;</li> </ul>
10%	<ul style="list-style-type: none"> <li>Oversees the care, maintenance and repair of pool facilities and equipment; collects lists of needed supplies and refers orders to clerical staff for processing and acquisitions; provides swimming facilities with supplies when they are received or in stock; works with Building and Grounds Supervisor to ensure that facilities are properly maintained for safety reasons;</li> </ul>
5%	<ul style="list-style-type: none"> <li>May prepare program budgets, including personnel, services, materials, supplies and estimates of revenues</li> </ul>
10%	<ul style="list-style-type: none"> <li>May conduct studies to assess the effectiveness of existing programs and the probable student and public acceptance of new programs;</li> </ul>

(Attach additional sheets if more space is needed)

October 11, 2023

<b>3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)</b>		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Eric Wilson	Executive Director of HR & Operations	Direct
David Garbarino	Director of Physical Education and Health	Indirect

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Life Guard	Direct
	Pool attendant	Direct

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

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

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

**Education:** High School \* Graduate /GED Years: \_\_\_\_\_  
 College \* Associate Degree Years, with specialization in Recreation or Physical Education  
 College \*\* Bachelor Degree Years, with specialization in Recreation or Physical Education

\*Required  
 \*\*Preferred

**Experience: (list amount and type):**

Two (2) years of work experience in organizing, supervising, and/or conducting a specialized swimming or water sport program or in supervising the operation and maintenance of either a municipal pool or natural water swimming area.

Note: A bachelor's degree in Recreation or Physical Education from a regionally accredited or New York State registered college or university may be substituted for one (1) year of experience described above.

Special Requirements: Possession of a Red Cross or equivalent Advanced Life Saving and Water Safety Instructor Certificate at time of application.

**Essential knowledges, skills and abilities:** Thorough knowledge of skills, teaching concepts and rules of swimming programs or related water sports; thorough knowledge of swimming facility and program management and safety standards; good knowledge of teaching techniques for courses in Lifesaving, and all levels of swimming; good knowledge of the techniques of CPR, advanced First Aide and water safety and rescue; good knowledge of the use, care and maintenance of various chemically treated pool filtration systems; working knowledge of the programs and processes for acquisition of Lifesaving and WSI Certification; skill in swimming, water rescue and first aide, ability to supervise subordinates in a matter conclusive to high effectiveness and morale, ability to establish good working relationships with school officials and the public; ability to enforce rules and regulations firmly and tactfully; ability to teach advanced lifesaving and swimming techniques; ability to prepare reports and maintain records; physical condition commensurate with the demands of the position.

**Type of license or certificate required:** Possession of a Red Cross or equivalent Advanced Life Saving and Water Safety Instructor Certificate at time of application.

7. The above statements are accurate and complete.

Date: 9/21/23

Title: Dawne Anna-Adams, Director of Personnel

Signature: 

**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, the City of Binghamton 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 11, 2023

## FINANCE ACCOUNTS PAYABLE CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the accounts payable processing for the City. Incumbents usually work under general supervision on routine assignments in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. The activities of employees in the class require knowledge of commonly-used concepts, practices and procedures within the accounting field. Work is performed under the direct supervision of immediate supervisor. Does work as required.

### **TYPICAL WORK ACTIVITIES:**

- Maintain all accounts payable files to include filing invoices in designated areas, ~~and updating vendor information in systems~~
- Match receipts and contracts with vendor invoices to assure accuracy and prepare for system entry on a daily basis
- Prepare and print all accounts payable checks according to city procedures
- Enter appropriate information into accounting systems timely and accurately
- Code invoices and ensure receipt of necessary approvals
- Ensure payment of invoices are timely and accurate
- Mail accounts payable checks with appropriate supporting documentation
- ~~Print all accounts payable reports~~
- Ensure all payments are applied to the proper fiscal year
- Monitor all paperwork, invoices, correspondence and verbal communication with vendors
- Research and respond to all accounts payable inquiries in a prompt manner
- ~~Data entry of journal entries~~ Assist Treasury in counting Kiosk money as needed
- Order supplies for Finance Department
- Perform other duties as assigned

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & EPRSONAL CHARACTERISTICS**

- Working knowledge of accounts payable process and procedures
- Working knowledge of office terminology, procedure and equipment; good knowledge of commonly-used concepts, practices and procedures within the accounting field
- Working knowledge of the practices of data entry operation
- Ability to operate a personal computer and utilize common desktop software including work processing, Spreadsheet and database at an acceptable rate of accuracy and speed
- Ability to follow written and oral instructions
- Ability to work independently
- Ability to get along well with others
- Tact and courtesy
- 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 5 (five) years of accounts payable experience; **OR**
- (b) Two year degree in Finance and/or Accounting with 3 (three) years of accounts payable experience; **OR**
- (c) Four year degree in Finance and/or Accounting with 1 (one) year of accounts payable experience

Adopted: 06/29/16



## **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, neighborhood planning and urban design. 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, Housing and Community 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 Commission on Architecture and Urban Design (CAUD), including designation and design review as set forth in the CAUD manual and the state and federal standards; Provides technical assistance to owners of historic and architecturally significant properties; Provides technical assistance to the Planning, Housing and 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; **Evaluates structures for historic significance**; Creates/maintains a data base of all properties within the city designated within the City historic districts 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 and works with the State Historic Preservation Office (SHPO) on ongoing projects; 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 groups with projects and activities such as playground improvements, development of recreational facilities, protection of neighborhood character and neighborhood stabilization; 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; Researches, prepares applications and administers state, federal and regional grants; Serves on Susquehanna Heritage Area commission as assigned; 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 understand complex oral and written directions; ability to deal with tight deadlines and competing requests for the time; ability to successfully work with and serve a diverse local community; initiative and resourcefulness; creativity; tact and good judgment; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; 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 coursework in City or Regional Planning or an allied field with similar course curriculum; or
- b) Graduation from 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 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 a 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
- 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 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 with shall include or be supplemented by 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.

Adopted: 3/26/08 (Competitive)

Revised: 3/27/09



## HOUSING SPECIALIST

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the responsibility for assisting the HUD Manager in administering the City of Binghamton's housing purchase program, rehab programs, and development agency program in accordance with Federal guidelines and policies. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains client and agency records; Maintains annual compliance reviews with agencies and clients. Compiles mortgages and legal forms such as discharges and subordinations [for Binghamton Housing Authority](#); Files documents with the County as needed; Works with borrower's legal and loan agencies to prepare for closings; Attends closings when needed; Keeps abreast of current Federal and State laws pertaining to housing; Maintains a working relationship with community service agencies to better serve the disabled and mentally ill regarding affordable housing opportunities; Prepares and submits written materials for case records, computer inputs, the courts and referrals on a timely basis; Answers housing phone calls and provides information to walk in applicants; Acts as the City's Fair Housing Officer for complaint, education, and referral issues; Collects and manages data for reporting to Federal and State governments; Manages [small-repair-Housing Rehabilitation](#) program data for each client; Responsible for maintaining the integrity of the housing programs

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of financial and managerial accounting practices; Good knowledge of Federal and State housing laws, rules and regulations; Good knowledge of social and community problems involved in housing programs; Good knowledge of real estate laws and procedures; Identifying problems, obtaining, and analyzing information and determining and implementing solutions; Skill in mathematical calculations; Ability to prepare oral and written reports; Ability to maintain effective working relationships with others; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; 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 Economics, Public Administration, Business Administration, or a similarly related field and one year of experience in financial work with a public or private agency adhering to acceptable standards; or
- (b) Graduation from a regionally accredited or New York State registered two-year college or university with an associate degree in one of the fields in (a) above and three years' experience as defined in (a) above; or
- (c) Graduation from High School or possession of a High School equivalency diploma and five years of experience as defined in (a) above.

\*An individual will be accepted if they have a master's degree in one of the areas described in option a.

Adopted: 04/24/2019

## PROGRAM ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the planning, implementation, organization, and conduct of agency programs. The incumbent performs a variety of tasks, both paraprofessional and clerical in nature, in assisting in the administration and coordination of agency programs. Additionally, the incumbent performs duties which require substantial time operating an alpha-numeric keyboard such as a typewriter, word processor, or personal computer. The work is performed in accordance with accepted policies and procedures under general supervision. Will supervise subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Performs routine administrative duties required for the implementation and coordination of agency programs; Organizes and maintains central filing systems and procedures; ~~May a~~Assists in planning and administering in-service training programs; Expedites and participates in the preparation of various reports and the maintenance of records; Compiles payroll data and submits for payroll preparation and payment; Participates in the collection, tabulation, and analysis of statistical and financial data relevant to the various programs undertaken; ~~AMay a~~author routine correspondence required for the daily operation and implementation of the program undertaken; ~~May S~~supervises the daily work assignments of clerical workers assigned to the office as applicable.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the policies and objectives of department programs; Good knowledge of office terminology, procedures, and equipment; Working knowledge of administrative principles and practices; Ability to plan, implement and coordinate activities typically required in the administration of programs such as record keeping, report preparation and clerical supervision; Ability to operate an alpha-numeric keyboard at an acceptable rate of speed; Ability to understand oral and written instructions; Ability to establish and maintain effective interpersonal relationships; Ability to clearly and effectively express oneself both orally and in written form; -Good judgment; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; Physical condition as necessary to perform the essential functions of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college with an associate degree in business administration, secretarial sciences, or a related field including or supplemented by a course in the operation of an alpha-numeric keyboard; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of experience in public administration, business administration, or a related field including the operation of an alpha-numeric keyboard; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**Adopted:** 10/20/93

**Revised:** 3/27/09



## SENIOR ENGINEER

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves professional level work in connection with the preparation, design, development, construction, or inspection of engineering projects, plans and specifications. Positions in this class are located in the City Engineering Department. The work is performed under the general direction of a higher-level engineering or administrative employee. Depending upon the job assignment, the incumbent may supervise the work of subordinate professional, sub-professional or technical employees or else work independently in developing and/or reviewing plans and specifications to community development projects. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Supervises and participates in the preparation, review and revision of plans, specifications, and designs of proposed engineering projects; ~~Performs~~ ~~Assist and evaluate~~ difficult technical research on the needs for developing tracts or renovating buildings and prepares reports of findings; ~~Makes~~ ~~Assist with~~ calculations for ~~structural heating, lighting and~~ sanitation layouts on projects involving large scale building construction and renovation projects; Makes suggestions on specific types of public engineering projects and recommends long range projects and programs for councilmanic review and approval; Confers and cooperates with contractors and other interested individuals and groups in solving engineering problems and carrying out engineering activities on public works projects in progress; Advises, assists and instructs assistants in carrying out difficult engineering activities; Performs a wide variety of field and office activities requiring skill in the application of engineering practices, principles and theories.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of civil engineering; thorough knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works facilities; thorough knowledge of sources of engineering information; ability to express engineering concepts and decisions in drawings, designs and written specifications; ability to plan, lay out and supervise engineering activities; initiative and resourcefulness in solving engineering problems; good professional judgment; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; 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 major work in civil engineering and two years of civil engineering experience; or
- (b) Graduation from a regionally accredited or New York State registered two-year college with major work in engineering or architectural technology and six years of civil engineering experience; or
- (c) An equivalent combination of training and experience within the limits of (a), and (b).

**Revised: 3/23/99**

**Revised: 6/27/06**

**Revised: 3/27/09**