

ELECTRICIAN'S HELPER - WWTP

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work in the performance of a wide variety of unskilled and semi-skilled tasks directly assisting the Joint Sewage Treatment Plant (JSTP) Electrician and/or Instrument Technician while learning the more skilled aspects of the work. The incumbent of this position, in learning and perfecting craft skills, may perform journey level installation, maintenance, and repair activities under supervision of, or after receiving detailed instructions from, higher level employees. The incumbent of this position works under the direct supervision of the JSTP Electrician, who provides work assignments, and may work under the supervision of an Instrumentation Technician, Head Electrician, and/or the Electrical Engineer – Waste Water Treatment Plant (WWTP) on assigned projects. The nature of the work may require an employee in this class to operate motor vehicles and power-driven equipment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Electrician and/or Instrumentation Technician[s] in their daily tasks at the JSTP and/or remote Terminal Pumping Station with respect to electrical circuitry, electrical devices, equipment, and industrial instrumentation found in wastewater treatment plants/systems by using a variety of tools and test equipment; Assists with the installation, maintenance, troubleshooting, and repair of electric motors, Variable Frequency Drives (VFDs), pumps and generators, lighting, as well as associated circuitry; takes amperage and voltage readings; tests resistance and records readings; Assists with the installation, maintenance, cleaning, troubleshooting, repair, and calibration of electrical and electronic equipment and devices, including sensors, recorders, and indicators; Installs rigid conduit, pulls and splices wire on new and renovation projects; Digs holes and trenches for conduit when required; Assists with the performance of work on existing Supervisory Control and Data Acquisition (SCADA) systems and associated Programmable Logic Controllers (PLCs), power supplies, and equipment; Fulfills accountability and reporting requirements relating to work performed and materials used; Responsible for inventory and stocking shelves with supplies as needed for electrical parts; Learns and perfects craft skills to perform journey level activities associated with the installation, maintenance, and repair of industrial electrical circuits, equipment, and instrumentation; As required, performs routine building maintenance/cleaning work.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the common terminology, tools, equipment, practices, methods, and safety precautions of the trade as applied to electrical installation, maintenance, and repair activities in a wastewater treatment plant job environment; Ability to read plans, specifications, and circuit diagrams; Ability to follow rough sketches, understand and carry out oral and written

instructions; Ability to operate and care for power equipment and hand tools; Dependability; Incumbents of this position will follow given work and time schedules; 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; Good knowledge of building maintenance and cleaning techniques; Physical condition commensurate with the demands of the position, including the ability to perform moderate to heavy manual labor.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school with a course in applied electricity, or possession of a New York high school equivalency diploma with a course in applied electricity, or successful completion of an electrical class provided by the United States Armed Forces; or
- (b) Two years of experience as a helper in any of the standard building trades (such as electrical, carpentry, millwright, plumbing, HVAC/sheet metal, etc.) or a related field; or
- (c) An equivalent combination of training and experience as indicated in (a) or (b).

SPECIAL REQUIREMENT: Possession of the appropriate level New York State Motor Vehicle Operators License at the time of appointment and maintain the license during the entire length of appointment.

Adopted: ___/___/2021 (Non-Competitive)

CMMS CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves utilizing and maintaining the Plant's Computerized Maintenance Management System (CMMS), in order to schedule and monitor maintenance work, and trace and document Plant assets, inventory, valuation/pricing, and maintenance. Performs support duties for CMMS and other special requests or requirements pertaining to Plant mechanical, process, and instrumentation equipment. Receives and dispatches Service Calls to maintenance personnel. Prepares and provides tracking reports using the CMMS. Assists Supervisors with planning and scheduling projects. Assists the Facilities Engineer in the management of the Work in Progress Report. Orders parts, materials, and supplies as needed. Assists in the tracking of onsite material and parts inventories, as well as the current cost/valuation of same. Drafts purchase order requests for parts/materials/supplies at the direction of management. Assist periodically with [i] collecting information from daily Work Orders for inventory updates, as well as [ii] physical inventory of parts/equipment/supplies. Generates and enhances production of new and existing forms, documents, and graphs. Maintains Work Order files and spreadsheet log to monitor for timely completion. Periodically assists with collecting information from daily Work Orders for status updates and reports. The work is performed under the general supervision of the Facilities Engineer, Head Mechanic, Assistant Superintendent and/or Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Populate/input the CMMS with new equipment data and documentation, including maintenance schedules, spare/replacement parts inventory, and associated cost data;
- Not less frequently than once per year (on a cyclical basis [and not all at once]), validate and update existing inventory and associated cost data;
- Coordinate and collaborate with department supervisors (Mechanical and Electrical) to prioritize and schedule work; assist in the creation of new/updated preventative maintenance (PM) procedures;
- Generate, print, and sort Work Orders and PM Orders for maintenance employees;
- Enter maintenance data into the CMMS such as, time and work accomplished, from employee work tickets and related documentation; update parts inventory based on parts, materials, and supplies used/consumed;

- Initiate and/or assist with the procurement of needed repair parts, materials, and supplies in accordance with the Plant's Procurement Policy;
- Create and track non routine/corrective Work Orders to capture equipment down time.
- Enter warranty information into asset profiles to maintain repairs covered by warranty.
- Refers to catalogues, contacts vendors, and uses a variety of sources when researching orders for parts, specialized equipment, and goods;
- Receives and unpacks incoming stock, checking the goods against the purchase orders to make sure they agree, and contacts vendors and arranges for the stock's return if it is not what was ordered;
- Records on an inventory record all stock received listing the item(s) received, the date of receipt, the vendor, invoice number(s), cost data, and any other needed information;
- Assist in keeping shelves, bins, and stock in orderly and clean condition; cleans storage areas as required;
- Record and provide maintenance reports for the use of management; communicate information to management; and
- When time permits, provide assistance to Mechanic's Assistants and Mechanics in the maintenance and repair of Plant equipment and systems;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Must be organized and detail oriented, with the ability to learn quickly and prioritize work tasks;
- Must exhibit practical ability to use CMMS software;
- Must possess general knowledge of terms and equipment used in the wastewater treatment industry;
- Must possess strong written and verbal communication skills;
- Must have the ability to follow oral and written instructions;
- Must be able to work harmoniously as a team member;
- Must be skillful in the use of spreadsheets, database, word processing, and other data collection software, computer interfaces and programs at an acceptable rate of accuracy and speed;
- Must have the ability to utilize a computer to communicate, collect and sort data, and to distribute the data;
- Must have good people skills and the ability to communicate clearly with supervisors and associates; and
- Must be in good physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a High School equivalency diploma **and**;

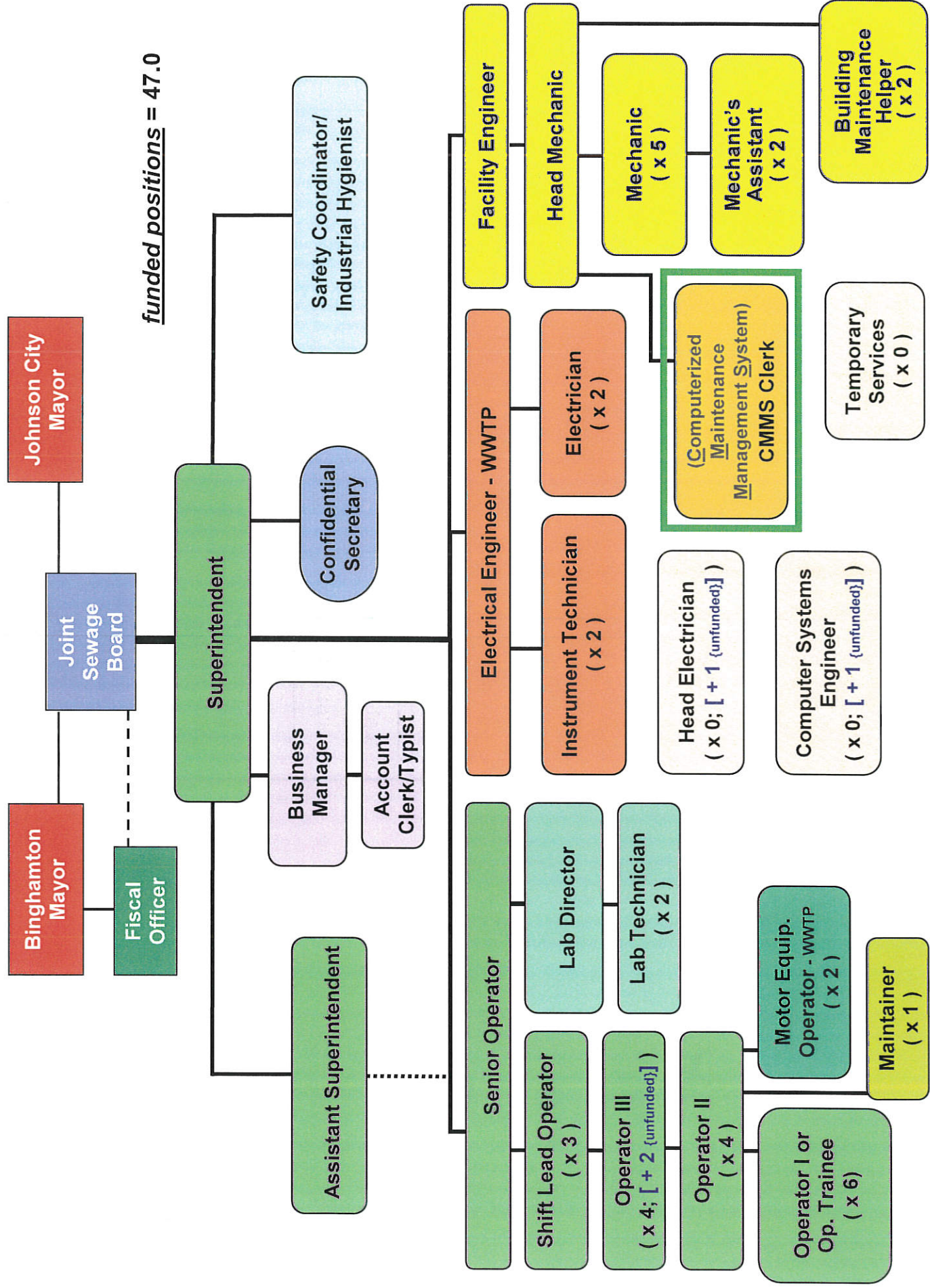
- (a) Six months experience in data collection and/or maintenance management; or
- (b) One year of experience as a Waste Water Treatment Plant Maintainer, Operator Trainee, Operator, or Mechanic's Assistant; or
- (c) One year of experience with industrial mechanical maintenance, including but not limited to industrial pumps, engines, motors, conveyance equipment or plumbing.

SPECIAL REQUIREMENTS: Possession of a Class D motor vehicle operator license issued by the New York State Department of Motor Vehicles with the ability to be covered under the Plant's insurance policy at time of appointment, and maintain the license during the entire length of appointment.

Adopted: ___ / ___ /2021 (Competitive)

2022 Binghamton-Johnson City Joint Sewage Treatment Plant Organizational Chart

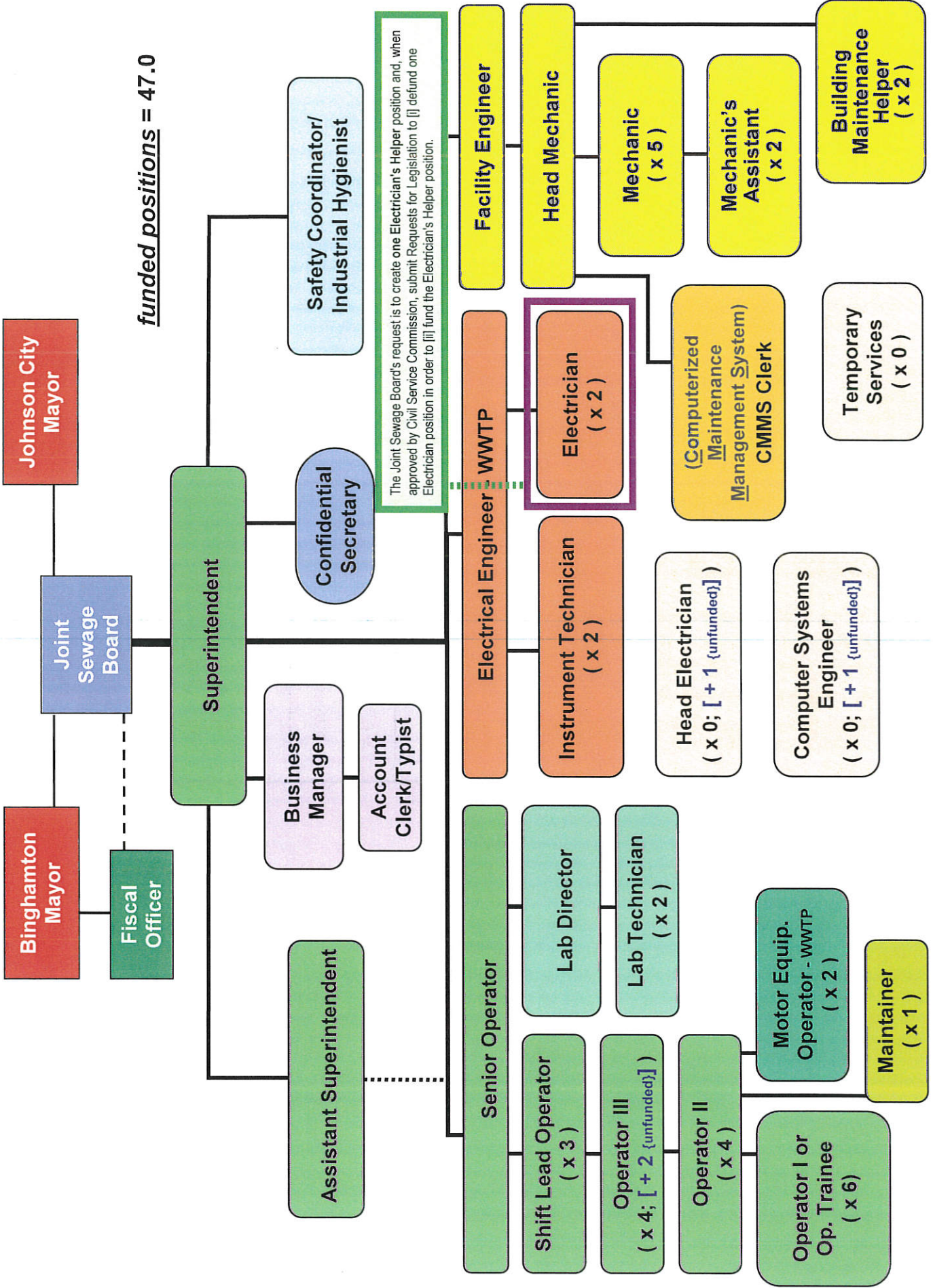
(under the Owner-Adopted Joint Sewage Board 2022 budget)



funded positions = 47.0

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funded positions = 47.0

WEBSITE & SOCIAL MEDIA COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating the development and distribution of web-based information and social media posts regarding the City's programs, projects, services, meetings, etc. The work involves developing and creating web-content, navigation, graphic designs and social media content in conjunction with city departments. Work is performed under the direction of the Information Technology Manager with some leeway for independent judgement. Supervision is not a function of this class. Does entry level IT tasks and related work as required.

TYPICAL WORK ACTIVITIES:

1. Creates, edits, maintains and posts web content including text, audio, video, meeting notices, minutes, reports, legislation, etc
2. Develop, implement and manage social media strategy for all City departments
3. Coordinates web projects with departments.
4. Schedules and coordinates all public meetings
5. Addressing and responding to user comments and complaints as they relate to site functionality, usability, accessibility and troubleshooting
6. Refreshes website content to ensure accuracy and timeliness of information and images
7. Use Google Analytics to review website traffic and create reports analyzing constituent use of site
8. Works with Departments to post press releases on website and social media

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

1. Thorough knowledge and experience in maintaining websites and web content
2. Good knowledge of Facebook, Instagram, LinkedIn, Twitter and other social media best practices
3. Good interpersonal and communication skills
4. Ability to work well with tight deadlines and good time management skills
5. Ability to adapt to change
6. Ability to follow oral and written directions
7. Ability to present ideas clearly and concisely, both orally and in writing.
8. Ability to operate a personal computer as well as various software used to achieve the City's public information goals and objectives.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Web Design, Information Systems, Computer Science, Communication/Media, Public Administration or closely related field and one year experience in maintaining website and social media content; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Web Design, Information Systems, Computer Science, Communication/Media, Public Administration or closely related field and two years of experience in maintaining website and social media content; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four years of experience in maintaining website and social media content

ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and technical work in the valuation of parcels of real property in the City for tax purposes. The work is performed under the general direction of the appointing authority. Supervision is exercised over the work of Appraisers, Property Manager and clerical staff. Advisory service is available from the County Director of Real Property Services and the Division of Equalization and Assessment. Does related work as required.

TYPICAL WORK ACTIVITIES: Annually values and revalues each parcel of real property; Utilizes and maintains current tax maps and appraisal cards; May seek county advisory services in determining values of certain parcels; Attends all hearings of the Board of Assessment Review; Makes changes in assessments in accordance with Law as directed by the Board of Assessment Review; Appoints and trains an Acting Assessor to perform as needed; Attends the public examination of the tentative assessment roll at times prescribed by Law; Receives complaints field and transmits them to the Board of Assessment Review; Prepares reports of assessment activities as required by the appointing authority or the Division of Equalization and Assessment; Provides the school district a copy of the current pertinent portion of the assessment roll; Supervises and trains appraisal staff members in the technique of appraisal and assessment; Reviews and makes determinations with respect to applications for tax exemptions; Supervises activities of IN-REM, foreclosure and City owned properties; Supervises marketing and auditing of City properties and the daily maintenance of properties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of making and appraisal of all types of real property including industrial, commercial and other complex properties; comprehensive knowledge of the theory, principles and practices of real property valuation and assessment, comprehensive knowledge of residential and commercial building construction methods, materials and their costs; comprehensive knowledge of law governing the valuation and assessment of real property; comprehensive knowledge of deeds and related property records; ability to make and review arithmetic computations and speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; ability to plan, work and supervise the work of others; integrity; tact and courtesy; good judgment; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

THE MINIMUM QUALIFICATION STANDARDS FOR APPOINTED ASSESSORS ARE AS FOLLOWS:

1. (a) Graduation from high school, or possession of an accredited high school equivalency diploma; and
- (b) 2 (two) years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like. Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks; collection and recording of property inventory data, preparation of comparable sales analysis reports, preparation of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value. It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and samples of finished products. Mere listing of real property for potential sale, or preparation of asking prices for real

estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience; **OR:**

2. Graduation from an accredited 2 (two) year college and one year of the experience described in subparagraph **(1)(b)** of this subdivision; **OR**
3. Graduation from an accredited four-year college and six months of the experience described in subparagraph **(1)(b)** of this subdivision or graduation from an accredited four-year college and written commitment from the county director that the county will provide training in assessment administration, approved by the State Board, within a six-month period; **OR**
4. Certification by the State Board as a candidate for assessor

SPECIAL NOTE: In evaluating the experience described in subparagraph **(1)(b)** of this subdivision, the following conditions shall apply:

- (a) If the assessor has been previously certified by the State Board as a State certified assessor pursuant to Section 188-2.1 of this Subpart while serving as an elected assessor, such certification is equivalent to one year of the experience described in subparagraph **(1)(b)** of this subdivision if it has not expired:
- (b) For the purpose of crediting full-time paid experience, a minimum of 30-hour per week shall be deemed as full-time employment:
- (c) Three years of part-time paid experience as sole assessor or as chairman of the board of assessors shall be credited as one year of full-time paid experience, and five years of part-time paid experience as a member of a board of assessors shall be credited as one year of full-time paid experience, and five years of part-time paid experience as a member of a board of assessors shall be credited as one year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited:
- (d) Volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes tasks such as data collection; calculation of value estimates; preparation of preliminary valuation reports; providing routine assessment information to a computer center; public relations; and review of value estimates, computer output and exemption applications; and
- (e) In no case shall be less than six months of the experience described in subparagraph **(1)(b)** of this subdivision be acceptable with the exception of county training as provided for in paragraph **(1)(b)** of this subdivision be acceptable with the exception of county training as provided for in paragraph **(3)** of this subdivision.

SPECIAL REQUIREMENT: ~~Applicants must meet minimum qualification standards as set forth in the 20 NYCRR 8188, § 8188-2.2 (as described above). The Application for Qualifications Review (RP-3006) must be reviewed and approved by Educational Services before the City may appoint assessors to office. Must possess New York State certified General Appraiser License and maintain the license during the entire length of appointment.~~

Amended: 12/14/89 (Non-Competitive)
Amended: 10/04/05 (Non-Competitive)
Revised: 3/27/09
Revised: 12/18/13
Revised: 12/15/21

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TYPICAL WORK ACTIVITIES: Annually values and revalues each parcel of real property; Utilizes and maintains current tax maps and appraisal cards; May seek county advisory services in determining values of certain parcels; Attends all hearings of the Board of Assessment Review; Makes changes in assessments in accordance with Law as directed by the Board of Assessment Review; Appoints and trains an Acting Assessor to perform as needed; Attends the public examination of the tentative assessment roll at times prescribed by Law; Receives complaints field and transmits them to the Board of Assessment Review; Prepares reports of assessment activities as required by the appointing authority or the Division of Equalization and Assessment; Provides the school district a copy of the current pertinent portion of the assessment roll; Supervises and trains appraisal staff members in the technique of appraisal and assessment; Reviews and makes determinations with respect to applications for tax exemptions; Supervises activities of IN-REM, foreclosure and City owned properties; Supervises marketing and auditing of City properties and the daily maintenance of properties.

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1. (a) Graduation from high school, or possession of an accredited high school equivalency diploma; and
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- estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience; **OR:**
2. Graduation from an accredited 2 (two) year college and one year of the experience described in subparagraph **(1)(b)** of this subdivision; **OR**
 3. Graduation from an accredited four-year college and six months of the experience described in subparagraph **(1)(b)** of this subdivision or graduation from an accredited four-year college and written commitment from the county director that the county will provide training in assessment administration, approved by the State Board, within a six-month period; **OR**
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