

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.

| | | |
|---|--|-----------------------------|
| 1. Department Water / Sewer | Bureau, Division, Unit or Section | Location of Position |
| 2. Description of Duties: Responsible for maintaining Water and Sewer infrastructure | | |

Job Title: Water / Sewer System Maintainer

| Percent of Work Time | Job Duty |
|----------------------|--|
| 5 | Map Reading / Mark outs, locating underground utilities |
| 10 | Hydrant repair and operation and flushing |
| 20 | Repair of water lines / casting placements for street recons |
| 10 | Operation of trucks, Back Hoes, trailers and various road equipment utilizing a CDL |
| 5 | Operation of large air compressors and pneumatic tools i.e. jackhammers |
| 10 | Blacktop repair and replacement |
| 5 | Responding to emergency shut downs and water service line leaks |
| 15 | Replacement of old / broken water services and distribution pipes and valves. |
| 5 | Creating a safe work environment while underground performing tasks |
| 10 | Working along side contractors to help ensure the Citys' best interest is maintained |
| 5 | Stocking and preparing trucks to maintain 24 hour operational readiness |

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

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|--------------------|----------------------|----------------------------|
| Christopher DuVual | Supervisor | Direct |
| William Talley | Assistant Supervisor | Direct |

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

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
|-------------|--------------|----------------------------|

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 11 /GED Years
 College Years, with specialization in
 College Years, with specialization in

Experience: (list amount and type)

Extensive work minimum 4 years of pipe repair and replacement utilizing current techniques and equipment
Three 3 years in house employment as a Water / Sewer laborer learning all equipment and procedures
Any Combination of the above skill sets equaling 4 years of qualifying work tasks.

Essential knowledges, skills and abilities:

Mechanically inclined, Knowledge of large pipe repair / replace methods and construction site safety.
Machine operator basic level.

Type of license or certificate required:

NYS CDL class "B"

NYS Department of Health Class "D"
water distribution license within 6
months of employment and maintained
throughout length of appointment.

7. The above statements are accurate and complete.

Date: _____ **Title:** _____ **Signature:** _____

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ 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 17, 2022