

**Mechanicville Civil Service Commission**  
**Public Hearing Agenda**  
**February 13, 2024**  
**6:00 p.m.**

- 1) Roll Call
- 2) Public Hearing regarding changes to the Mechanicville Civil Service Rules
- 3) Appearances
- 4) Next Regular Meeting March 6, 2024
- 5) Adjournment



Appendix Amendment Datasheet

Form with fields for Title, Department/Location, Salary, Position History/Information, Examination History, and Justification.

Information To Be Submitted

Exempt; Unclassified; Non-Competitive (PI/C);

Dept/Division Head; Deputy Head; All upper-level positions

Complete and detailed approved duties statement (exempt) and/or adopted class specification (non-competitive)

- Organizational budget
Organizational chart
Employment Record(s) (if occupied) or statement of position vacancy
Legislation or other action creating position
Legislation or other action granting authority and/or assigning duties and responsibilities
Justification
Any other supporting information

Labor; Non-Competitive

- Adopted class specification
Documented recruitment difficulty (if justification)
Any other supporting documentation

## **JUSTIFICATION OF APPENDICES CHANGE**

The appointing authority wanted changes made to the Automotive Mechanic title to add additional duties. The position of Automotive Mechanic is currently Non-Competitive; therefore, we feel that the new title of Automotive Mechanic/Motor Equipment Operator should also be classified as Non-Competitive.



**Department of  
Civil Service**

Albany, NY 12239

**MUNICIPAL SERVICES DIVISION**

Appendix Amendment Datasheet –  
Deletions

M-4D (2/2020)

**Appendix Amendment Datasheet – Deletions**

Title(s) being deleted: Stenographers	Department/Location: City of Mechanicville
Reason for deletion: <b>Obsolete title</b>	
Are positions occupied: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If positions are occupied, please indicate if the incumbent(s) will receive competitive class status upon removal of title from your Appendices:	

**Information to be Submitted**

If position being deleted is occupied, provide roster record of incumbents

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> DPW	<b>Bureau, Division, Unit or Section</b> City of Mechanicville	<b>Location of Position</b> Mechanicville
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**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.

**Job Title:** Mechanic/MEO (Motor Equipment Operator)

**Percent of Work Time**

**Job Duty:**

85%

Performs skilled operations in the diagnosis, repair, and maintenance of gasoline and diesel motor equipment including trucks and snow' plowing equipment;  
 Replaces or repairs motors, pumps, fuel pumps, generators, carburetors and shock absorbers; Repairs ignition systems, transmissions. brake systems. differentials. and front and rear axles; Air brakes Tunes engine and sets the timing;  
 Makes minor welding repairs to automotive and related equipment;  
 Attaches and removes snow plow blades and other auxiliary equipment;  
 Inspects machinery and equipment for needed repairs, overhauling, adjustment or replacement of parts;  
 Operates various types of equipment in connection with repair work;  
 Adjusts steering mechanisms and aligns wheels;  
 May perform motor vehicle inspections;  
 May be assigned to other maintenance activities when not working on automotive equipment.

15%

Drive vehicles which require CDL including trucks, plows, vac truck, street sweeper; and may instruct employees to learn to use above vehicles on streets.

NEW

(Attach additional sheets if more space is needed)

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Patrick Sgambati	DPW Commissioner	Administrative
Matt Coreno	Working 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    A Graduation from a High School technical or vocation program in automotive mechanics and one year experience in an automotive repair shop performing repair and maintenance of automotive equipment OR
- College    B Graduation from a New York State registered or regionally accredited technical school or community college with an associate's degree or certificate in automotive technology or mechanics OR
- C Two years of experience as defined in A \_\_\_\_\_
- D An equivalent combination of training and experience as defined by the limits above. \_\_\_\_\_

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

One year of experience in the operation of highway construction and maintenance equipment

**Essential knowledges, skills and abilities:** Good knowledge of standard automotive repair methods and of the terminology, tools, and safety precautions of the trade; skill in performing automotive maintenance and repair tasks; skill in the safe and efficient operation of motor equipment; ability to operate a variety of automotive and construction equipment; ability to operate acetylene cutting and welding equipment; ability to work from plans and rough sketches; ability to understand written and oral instructions; physical condition commensurate with the demands of the position.;

**Type of license or certificate required:** Possession of an appropriate level New York State driver's license at the time of appointment  
 (a) Must have NYS inspection certification  
 (b) Must have NYS Class A or B Commercial Driver's License

7. The above statements are accurate and complete.

Date: 10-16-2023 Title: Mayor

Signature: *Michael J. Busch*

## Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Mechanicville Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Automotive Mechanic/Motor Equipment Operator

Jurisdictional Classification: Non-competitive

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

December 12, 2023

**Commissioner of  
Public Works**

**Supt. Of Streets  
and Sewers**

**Working  
Supervisor**

**Chief Water  
Treatment Plant  
Operator**

**Water Treatment  
Plant Operator**

**Heavy Equipment  
Operator**

**Laborer**

**Clerk**

**Motor  
Equipment  
Operator**

**Automotive  
Mechanic/MEO**



## **AUTOMOTIVE MECHANIC/MOTOR EQUIPMENT OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and complete overhaul and repair of a wide variety of automotive equipment. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over assigned staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs skilled operations in the diagnosis, repair, and maintenance of gasoline and diesel motor equipment including trucks and snow' plowing equipment;

Replaces or repairs motors, pumps, fuel pumps, generators, carburetors and shock absorbers;

Repairs ignition systems, transmissions, brake systems, differentials, and front and rear axles; Air brakes; Tunes engine and sets the timing;

Makes minor welding repairs to automotive and related equipment;

Attaches and removes snow plow blades and other auxiliary equipment;

Inspects machinery and equipment for needed repairs, overhauling, adjustment or replacement of parts;

Operates various types of equipment in connection with repair work;

Adjusts steering mechanisms and aligns wheels;

May perform motor vehicle inspections;

May be assigned to other maintenance activities when not working on automotive equipment;

May operate vehicles which require CDL including trucks, snow plows, vac truck, street sweeper, and may instruct employees to use above vehicles on streets.

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

Good knowledge of standard automotive repair methods and of the terminology, tools, and safety precautions of the trade; skill in performing automotive maintenance and repair tasks; skill in the safe and efficient operation of motor equipment; ability to operate a variety of automotive and construction equipment; ability to operate acetylene cutting and welding equipment; ability to work from plans and rough sketches; ability to understand written and oral instructions; physical condition commensurate with the demands of the position.

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

- (a) Graduation from a New York State registered or regionally accredited technical school or community college with an associate's degree or certificate in automotive technology, or mechanics; or
- (b) Graduation from a high school technical or vocation program in automotive mechanics and one year of experience in an automotive repair shop performing repair and maintenance of automotive equipment; or
- (c) Two years of experience as defined in (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) or (c).
- (e) AND One year of experience in the operation of highway construction and maintenance equipment

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State driver's license at the time of appointment.

- a) Must have NYS inspection certification.
- b) Must have NYS Class A or B Commercial Driver's License.