

**Mechanicville Civil Service Commission
Public Hearing Agenda
December 3, 2025
6:00 p.m.**

1. Roll Call
2. Public Hearing regarding changes to the Mechanicville Civil Service
3. Appearances
4. Next Regular Civil Service Commission Meeting December 3, 2025
5. Adjournment



Department of Civil Service

Albany, NY 12239

MUNICIPAL SERVICES DIVISION

Text Amendment Datasheet

M-4T (2/2020)

Text Amendment Data Sheet

Rule to be Amended: Rule I
Section(s)/Subsection(s) to be Amended: All Definitions
Effect/summary of amendment (what will this amendment do): The amendment will bring the rule more closely in alignment with Model Rule I
<u>Justification:</u>
How will this amendment help your agency more effectively administer civil service: The addition of a definition and new language, plus alphabetization, will provide clarity to readers.
Additional justification for request (attach additional sheets if necessary): See attached

Information To Be Submitted

- MS Word Document attachment of requested deletions and additions, with amendments highlighted/indicated
- Justification of request

REQUESTED DELETIONS/ADDITIONS:

All Definitions have been alphabetized and renumbered accordingly.

The following changes have been made to the text of the definitions:

- Commission: DELETE "civil service commission"; ADD "Civil Service Commission".
- Eligible List: DELETE "applications"; ADD "an application".
- Employee: ADD ", or multiple positions where authorized, who has been"
- Employment in Multiple Positions: ADD new definition (see below).
- Part-Time Employment: DELETE "Part-time Employment"; ADD "Employment on a Part-Time Basis".
- Position: ADD: "as described in the job classification specification or duties statement"

See amendments in bold below, highlighted.

RULE I

Revised 10/16/07

DEFINITIONS

Unless otherwise expressly stated or unless the context or subject matter requires a different meaning, the several terms hereinafter mentioned, whenever used in these rules, shall be construed as follows:

1. **Civil Division** means city, school district or special district.
2. **Commission** means the Civil Service Commission of the City of Mechanicville.
3. **Compensation** means the remuneration authorized for a position and shall include food, lodging, maintenance and commutation when the same is furnished.
4. **Eligible List** means an official public record established and maintained by the commission as a public record which contains the names of those persons who have successfully completed **an examinations**, listed in order of their final ratings from the highest to the lowest rank.
5. **Employee** means the incumbent of a position, **or multiple positions where authorized, who has been** appointed to the position in accordance with these rules and the Civil Service Law.
6. **Employment in Multiple Positions** means the employment of an individual in more than one position, where authorized by the Commission, in one or more civil divisions.
Appointments to each position must be made in accordance with the Civil Service Law, Rules, and applicable policies.
7. **Part-time Employment** "**Employment on a Part-time Basis**" means any employment or combination of one or more employments in a civil division in which an individual works fifty percent or less of the time prescribed as the standard work week by the governing body or other appropriate authority of the civil division or wherein the employee earns not more than one-half (1/2) of the rate assigned to the position if the position has been allocated to a graded salary schedule.

8. “Position” means an aggregation of duties to be performed and responsibilities to be exercised by one person **as described in the job classification specification or duties statement**.
9. “Reassignment” means the change, without examination, of a permanent employee from one position to another similar position in the same title under the jurisdiction of the same appointing authority.
10. “Transfer” means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority, or to a position in a different title in the same or a lower salary grade under the jurisdiction of the same appointing authority.

JUSTIFICATION OF TEXT CHANGE

Mechanicville Civil Service Rules, Rule I – Definitions, is being changed to more closely align with Model Rule I – Definitions, as announced in PAR-02-22.

Major changes are the addition of a definition for “Employment in Multiple Positions” and additional language in the definition of “Employee” and the definition of “Position”.

Alphabetization of the list of definitions and minor changes in capitalization and grammar have been made for clarity and ease of reading.



Department of Civil Service

Albany, NY 12239

MUNICIPAL SERVICES DIVISION

Appendix Amendment Datasheet

M-4A (2/2020)

Appendix Amendment Datasheet

Title: Superintendent of Streets and Sewers	Department/Location:DPW
Jurisdictional request:Non-Competitive (incumbent) Salary:\$63,420	
Position History/Information:	
Date position established: 12/15/21	Newly created position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reclassification of existing position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If reclassification of existing position, provide original title/JC, and reason for reclassification:	
Position occupied: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Status: <input type="checkbox"/> Perm <input checked="" type="checkbox"/> Prov <input type="checkbox"/> Temp
Title/JC of immediate supervisor: Commissioner of Public Works / Exempt	
Titles/JC of immediate subordinates (include # of employees supervised): 0	
Examination History:	
Title: Water & Sewer Line series	Date: Requested 5/10/2022; not scheduled
Type of Examination: <input checked="" type="checkbox"/> OC <input type="checkbox"/> Promotion <input type="checkbox"/> NCP	
Recruitment Difficulty: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide examination/recruitment information: OC exam requested 5/10/2022; has not been held	
Justification:	
Section of Civil Service Law (and any other Law) supporting the request:	
Justification for request/explanation of how the standards of CSL are met (attach additional sheets if necessary): See attached	

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

SUPERINTENDENT OF STREETS AND SEWERS

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for managing and overseeing the Sewer and Streets supervision, performs a wide variety of semi-skilled and skilled work in support of all District collection system installation, inspection, preventive and corrective maintenance and repair activities; performs underground televised wastewater line inspection and hydro cleaning of lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pumping station and mobile equipment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs inspection, construction, maintenance, and repair activities of District infrastructure; ensures work is in conformance with work directives and quality standards.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the District's sanitation infrastructure system.
- Operates hydro cleaning and rodding equipment to clean and flush sewer lines on a scheduled or emergency basis.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps; responds to power outages and installs generators and bypass pumps, as necessary.
- Responds to complaints or problems and using inspection equipment to identify causes and facilitate repair.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirement.
- Contacts the public to inform them of activities and shutdowns; explains applicable rules and regulations.
- Responds to emergency calls for service; mitigates overflow spills and damage as required.
- Maintains accurate records of work performed.
- Performs confined space entry, as necessary.
- May serve as crew leader on a project basis; may instruct less-experienced staff in work procedures, issuing written and oral instructions on case-by-case basis.
- Acts as SMO (Stormwater Management Officer) for maintaining, implementing and enforcing the City of Mechanicville's MS4 program as required under NYSDEC SPDES Permit GP 0-15-003 or its most current version (See Attached).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good Knowledge with occupational hazards as they relate to health and safety of employees in the Stormwater Division; applicable federal, state, and local laws pertaining to stormwater and the environment; construction methods and techniques related to stormwater infrastructure; regulations, rules, statutes, and codes relative to stormwater management systems; supervision, training, and motivation methods and techniques; city's functions, policies, and procedures; supervise the stormwater and streets personnel by abilities; analyze stormwater/water quality related problems, identify alternatives, develop recommendations, and implement solutions; conduct research and compile comprehensive reports; apply sound judgment; communicate tactfully and effectively with subordinates, other City employees, and the general public; schedule, supervise, develop, train, and evaluate employees; prepare and administer an annual divisional operating budget; works in all weather conditions and may be exposed to dust, dirt, noise, chemicals, motorized, moving equipment, electricity, and uneven surfaces; work may be performed in and around water, below ground level and in confined spaces.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and
- B. One (1) year of full-time paid experience as a Heavy Equipment Operator, or two (2) years' experience as a Motor Equipment Operator.

SPECIAL REQUIREMENT:

- 1) Possession of a New York State Class D Water Distribution System Operator license at the time of appointment and maintenance of said license throughout employment.
- 2) 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.
- 3) 24 (Twenty-four) months of MS4 Training in the classroom and field. 12 months training with an MS4 Administration which must be completed prior to appointment.

Adopted 12/15/21

Commissioner of
Public Works

Chief Water
Treatment Plant
Operator

Supt. Of Streets
and Sewers

Working
Supervisor

Clerk

Water Treatment
Plant Operator

Heavy
Equipment
Operator

Motor
Equipment
Operator

Automotive
Mechanic/MEO

Laborer

JUSTIFICATION OF APPENDICES CHANGE

Our Agency requested the examination for our title of Superintendent of Streets and Sewers (Water and Sewer Line series) on May 10, 2022. The examination has not been held in that time and an Open Competitive holding is not scheduled. The Incumbent has met the qualifications for the title and held the position provisionally since June 7, 2024. We would like to reclassify the title as Non-Competitive, but for the Incumbent only, with the understanding that the title will remain Competitive for future hires.