### Mechanicville Civil Service Commission Meeting Agenda November 1, 2023 6:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of October 4, 2023 meeting
- 3) Communications
- 4) Report of Personnel Changes

### City of Mechanicville

- a) Change in salary for Lynn Meager, PT Animal Control Officer to \$10,400/yr. effective 9/14/23
- b) Gary Flynn was appointed as PT Building Inspector (NC) effective 10/17/23
- c) William Roy resigned as PT Police Officer effective 10/11/23

### Mechanicville School District

- a) Cierra Gilheany was appointed as Teacher Aide (NC) Temp. 9/18/23-6/26/24
- b) Cierra Gilheany resigned as Teacher Aide effective 10/6/23
- c) David Petrie was appointed permanent Safety Liaison (C) effective 9/14/23
- d) Cherise Sullivan resigned as Network Technician effective 6/20/23
- e) Jodi Birch resigned as Business Manager effective 10/22/23
- f) Joshua Covey resigned as Laborer effective 11/9/23
- 5.) Old Business –

One candidate will take the Director of IT examination 12/2/23

- 6.) New Business
  - a. Approval of Eligible Lists for Clerk and Typist
  - b. Approval of change in title from Automotive Mechanic to Automotive Mechanic/Motor Equipment Operator
  - c. Announcement has been posted for Code Enforcement Officer examination to be held on January 13, 2024
- 7.) Appearances
- 8.) Next Meeting December 6, 2023
- 9.) Adjournment

Report All Personnel Changes On This Form. County \_ From: City 🛂 Town Village Or District Mechanicville Department: Public Safety Name And Title of Last Employee In Position: Name of Employee: Social Security Number: Address: Title of Position: Salary 0400.00 officer nma Non-Veteran Veteran Disabled Veteran Exempt Volunteer Firefighter Appointments Check Nature Of Effective Date Action Necessary By Personnel Change Appointing Officer Permanent Return Report of Certification Provisional Attach Application Temporary To From State Length of Employment Substitute From To Give Facts Under Remarks For Term of Office From To Give Facts Under Remarks Permanent Promotion Return Report of Certification **Provisional Promotion** Attach Nomination Non-Competitive Class Attach Application Exempt Class Submit This Form Only Labor Class Attach Application Terminations ☐ Resignation Submit Signed Resignation Retirement Give Effective Date Deceased Indicate Date Removal Attach Copy of Proceedings Layoff (lack of work or funds) Give Facts Under Remarks Other Military Leave of Absence Give Facts Under Remarks Other Leave of Absence Changes From To Give Facts Under Remarks Transfer Give Facts Under Remarks ☐ Demotion Give Facts Under Remarks Suspension Give Facts Under Remarks Reinstatement Give Facts Under Remarks Change in Classification Give Facts Under Remarks New Position Submit Form X Change in Salary 9-14-23 Indicate New Salary Change in Name Give Facts Under Remarks Other Give Facts Under Remarks Remarks: Appointing Officer: Title: Address: 36 North Main Street, Mechanicville, NY 12118 Certificate valid until: This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law. Subject to any limitation or condition specified above. By:

Report All Personnel Changes On This Form. Village Or District County Town 🗌 From: City X Department: Enforcement Name And Title of Last Employee In Position: Social Security Number: Name of Employee: Address: Salar Title of Position: Disabled Veteran Exempt Volunteer Firefighter Veteran 🗌 Non-Veteran Action Necessary By Appointments **Check Nature Of Effective Date** Appointing Officer Personnel Change Return Report of Certification ] Permanent Attach Application Provisional State Length of Employment To Temporary From Give Facts Under Remarks Substitute From To Give Facts Under Remarks For Term of Office From To Return Report of Certification Permanent Promotion Attach Nomination Provisional Promotion Attach Application Non-Competitive Class 10-17-2023 Submit This Form Only Exempt Class Attach Application ☐ Labor Class Submit Signed Resignation Resignation **Terminations** Give Effective Date Retirement Indicate Date Deceased Attach Copy of Proceedings Removal Give Facts Under Remarks Layoff (lack of work or funds) Give Facts Under Remarks Military Leave of Absence Other Give Facts Under Remarks To Changes Other Leave of Absence From Give Facts Under Remarks ☐ Transfer Give Facts Under Remarks Demotion Give Facts Under Remarks Suspension Reinstatement Give Facts Under Remarks Give Facts Under Remarks Change in Classification Submit Form New Position Indicate New Salary Change in Salary Give Facts Under Remarks Change in Name Give Facts Under Remarks Other Remarks: MECHANICVILLE CIVI SERVICE COMMISSION Title: Address: Date: 101 Certificate valid until: DATE . This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law. Subject to any limitation or condition specified above. NO-17-2023

Report All Personnel Changes On This Form. City 🔽 From: Town Village Or District Mechanicville Department: Mechanicville Police Department Name And Title of Last Employee In Position: Name of Employee: William S. Roy Social Security Numbers Addrese Title of Position: Patrol Officer Part Time Non-Competitive Salary: \$20.15 Non-Veteran Veteran Disabled Veteran Exempt Volunteer Firefighter Appointments Check Nature Of **Effective Date** Action Necessary By Personnel Change Appointing Officer Permanent Return Report of Certification Provisional Attach Application Temporary From То State Length of Employment Substitute From To Give Facts Under Remarks For Term of Office From To Give Facts Under Remarks Permanent Promotion Return Report of Certification Provisional Promotion Attach Nomination ■ Non-Competitive Class Attach Application ☐ Exempt Class Submit This Form Only Labor Class Attach Application Terminations Resignation 10/11/2023 Submit Signed Resignation Retirement Give Effective Date Deceased Indicate Date Removal Attach Copy of Proceedings Layoff (lack of work or funds) Give Facts Under Remarks Other Military Leave of Absence Give Facts Under Remarks Other Leave of Absence Changes From To Give Facts Under Remarks ☐ Transfer Give Facts Under Remarks Demotion Give Facts Under Remarks Suspension Give Facts Under Remarks Reinstatement Give Facts Under Remarks Change in Classification Give Facts Under Remarks New Position Submit Form Change in Salary Indicate New Salary Change in Name Give Facts Under Remarks Other Give Facts Under Remarks Remarks: MECHANICVILLE CIVIL Appointing Officer: Michael Butler Title: Mayor Address: 36 North Main Street, Mechanicville, NY 12118 Certificate valid until: This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law. Subject to any limitation or condition specified above. Date: 10-20-2023

## William S. Roy 1088 Madison Ave Troy NY, 12180



To: Chief Rabbitt

From: Officer Roy

Sir, This letter is to inform you that my last day with the Mechanicville Police Department will be 10/11/2023. I appreciate the opportunity you have provided my over the past 3 years.

Sincerely

William S. Ro

From:	City County C	Town 🗌	T /:	lland Black [7]		
Department:	County [	TOWN []	V1	llage Or District 🗸		
_ oparimont.						
Name And Title	of Last Employee In Position:					
Name of Employee: Cierra Gilheany Social Security Number:						
Address:						
Title of Position:						
	Teacher Aide			Salary: \$14.63		
Non-Veteran 🗸	Veteran Disabled V	Veteran 🗌	Exempt `	Volunteer Firefighter 🗌		
Appointments	Check Nature Of	Effectiv	e Date	Action Necessary By		
	Personnel Change			Appointing Officer		
	Permanent			Return Report of Certification		
	Provisional			Attach Application		
	x Temporary	From 9/18/23 T	0 6/26/24			
	For Term of Office	From T	0	Give Facts Under Remarks		
	Permanent Promotion			Return Report of Certification		
	Provisional Promotion			Attach Nomination		
	X Non-Competitive Class			Attach Application		
	Exempt Class			Submit This Form Only		
	Labor Class			Attach Application		
Terminations	Resignation			Submit Signed Resignation		
	Retirement			Give Effective Date		
	Deceased			Indicate Date		
	Removal			Attach Copy of Proceedings		
	Layoff (lack of work or funds)			Give Facts Under Remarks		
Other Changes	Military Leave of Absence			Give Facts Under Remarks		
	Other Leave of Absence	From To		Give Facts Under Remarks		
	Transfer			Give Facts Under Remarks		
	Demotion			Give Facts Under Remarks		
	Suspension			Give Facts Under Remarks		
	Reinstatement			Give Facts Under Remarks		
	Change in Classification			Give Facts Under Remarks		
	New Position	****		Submit Form		
	Change in Salary			Indicate New Salary		
	Change in Name			Give Facts Under Remarks		
Remarks:	Other			Give Facts Under Remarks		
			ľ	MECHANICVILLE CIVIL		
Appointing Office	r: Jodi A. Birch			SERVICE COMMISSION		
ritle: Business M				CEIVED		
		40440	יייי	10/6/23		
25 Kniskern Ave. Mechanicville, NY 12118  DATE 10/6/23  Certificate valid until:						
Date.						
This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law.  \( \sim \) Subject to any limitation or condition specified above.						
By:	ORILO 1	.o., or conumon s	pecifica above	Date: Glaci		
<u> </u>	CLAURER			1 7/1//123		

From: City	y 🗌 County 🗍	Town 🗌		Village Or	District 🗸
Department:					
Name And Title of I	Last Employee In Position:	· · · · · · · · · · · · · · · · · · ·			
Name of Employee:	Clare Cill		<u> </u>	Social Sect	urity Number:
	Clerra Gilheany				
Address:					
Title of Position:	Teacher Aide				Salary:
Non-Veteran 🔽	Veteran Disabled	Veteran	Exem	pt Voluntee	r Firefighter 🗌
Appointments	Check Nature Of	Effect	tive Date		Action Necessary By
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	Permanent	<del> </del>	······································	Return	Report of Certification
	☐ Provisional				Application
	Temporary	From	To		ength of Employment
	For Term of Office	From	To		acts Under Remarks
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	Provisional Promotion	<del> </del>			Nomination
	☐ Non-Competitive Class				
	Exempt Class				Application
	Labor Class	-			This Form Only
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1 er minations	Retirement	1010123	· · · · · · · · · · · · · · · · · · ·		Signed Resignation
	Deceased				ffective Date
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Other Changes	Military Leave of Absence	-	<del></del>		acts Under Remarks
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	New Position			Submit	
	Change in Salary				New Salary
	Change in Name				icts Under Remarks
	Other			Give Fa	cts Under Remarks
Remarks:				R.	Lindemann
Appointing Officer:	Jodi A. Birch			MECHAN SERVICE	NICVILLE CIVIL COMMISSION
<sup>ritle:</sup> Business Mar	nager			Cal har de	A Property of the second
<sup>Address:</sup> 25 Kniske		′ 12118	NA Tarkette		EIVED
Certificate valid until	l:		- CATE	10	Date:
	fies that the above employment is in a	accordance with	Law and Ru	les made in	pursuance to Law.
Λ	Subject to any limita				<u> </u>
By: Jelia	Buch				Date: 10/12/23



### Bornt, Beth <br/> <br/> bbornt@mechanicville.org>

#### Fwd:

2 messages

O'Brien, Catherine <cobrien@mechanicville.org>

Thu, Oct 12, 2023 at 9:46 AM

To: James DeVito <jdevito@mechanicville.org>, "Bornt, Beth" <br/>bbornt@mechanicville.org>, Jodi Birch <jbirch@mechanicville.org>, helpdesk desk <helpdesk@mechanicville.org>

See below

----- Forwarded message -----

From: Hazelton, Brianne <br/> <br/>bhazelton@mechanicville.org>

Date: Thu, Oct 12, 2023 at 9:43 AM

Subject: Fwd:

To: O'Brien, Catherine <cobrien@mechanicville.org>

Cc: Michael Mitchell <a href="maintenant: culture">mmitchell@mechanicville.org</a>, Tracy Germain <a href="maintenant: culture">tgermain@mechanicville.org</a>,

Hi Cathy,

Cierra Gilheany has resigned from her position as of 10/6/23.

Thank you, Brianne

Brianne Hazelton Director of Student Support Services Mechanicville City School District 518-664-5727 x 2027

Cathy O'Brien
Executive Assistant to the Superintendent
District Clerk
(518) 664-5727 ext. 1103

MECHANICVILLE 2.0

Thu, Oct 12, 2023 at 9:50 AM

----- Forwarded message -----

From: Hazelton, Brianne <a href="mailto:bhazelton@mechanicville.org">bhazelton@mechanicville.org</a>

Date: Thu, Oct 12, 2023 at 9:43 AM

Subject: Fwd:

To: O'Brien, Catherine <cobrien@mechanicville.org>

Cc: Michael Mitchell <a href="mainto:kell@mechanicville.org">mmitchell@mechanicville.org</a>, Tracy Germain <a href="mainto:kell@mechanicville.org">kell@mechanicville.org</a>,

Hi Cathy.

Cierra Gilheany has resigned from her position as of 10/6/23.

From: City	County	Town 🗌	Village Or District ☑
Department:		to the state of th	· mage of sustaining
Name And Title of I	ast Employee In Position:		
Name And Thie of L	ast Employee in Fosition ;		
Name of Employee:	David Petrie		Social Security Number:
Address:			
Title of Position:			
	Safety Liaison		Salary: \$36,013.00
Non-Veteran ☑	Veteran Disabled	-,	Exempt Volunteer Firefighter
Appointments	Check Nature Of	Effective	1
	Personnel Change		Appointing Officer
	x Permanent	9/14/23	Return Report of Certification
	Provisional		Attach Application
	Temporary	From To	
	For Term of Office	From To	
	Permanent Promotion		Return Report of Certification
	Provisional Promotion		Attach Nomination
	Non-Competitive Class		Attach Application
	Exempt Class		Submit This Form Only
	Labor Class		Attach Application
Terminations	Resignation		Submit Signed Resignation
	Retirement		Give Effective Date
	Deceased		Indicate Date
	Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	Military Leave of Absence		Give Facts Under Remarks
	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer		Give Facts Under Remarks
	Demotion		Give Facts Under Remarks
	Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
	New Position		Submit Form
	Change in Salary		Indicate New Salary
	Change in Name		Give Facts Under Remarks
Domaylar	Other		Give Facts Under Remarks
Remarks:			R. Lindemann
Appointing Officer: J	odi A. Birch		MECHANICVILLE CIVIL SERVICE COMMISSION
Title: Business Man	ager		
<sup>Address:</sup> 25 Knisker		12118	10/6/23
Certificate valid until			Date:
This certif			w and Rules made in pursuance to Law.
	Subject to any limita	tion or condition sp	
By: Firly (	Berch		Date: 9/15/23

From: City	y County	Town 🗌	Village Or District 🔽			
Department:						
Name And Title of I	Last Employee In Position:					
	-		•			
Name of Employee:	Name of Employee: Cherise Sullivan Social Security Number					
Address:	J &		I			
Title of Position:	Network Tech		Salary:			
Non-Veteran 🗸	Veteran Disabled V	Veteran T Exer	npt Volunteer Firefighter			
Appointments	Check Nature Of	Effective Date	Action Necessary By			
**	Personnel Change	Directive Date				
			Appointing Officer			
	Permanent		Return Report of Certification			
	Provisional		Attach Application			
	Temporary	From To	State Length of Employment			
	For Term of Office	From To	Give Facts Under Remarks			
	Permanent Promotion		Return Report of Certification			
	Provisional Promotion		Attach Nomination			
	Non-Competitive Class		Attach Application			
	Exempt Class		Submit This Form Only			
	Labor Class		Attach Application			
Terminations	x Resignation	06/20/2023	Submit Signed Resignation			
	Retirement		Give Effective Date			
	Deceased		Indicate Date			
	Removal		Attach Copy of Proceedings			
	Layoff (lack of work or funds)		Give Facts Under Remarks			
Other Changes	Military Leave of Absence		Give Facts Under Remarks			
	Other Leave of Absence	From To	Give Facts Under Remarks			
	Transfer		Give Facts Under Remarks			
	Demotion		Give Facts Under Remarks			
	Suspension		Give Facts Under Remarks			
	Reinstatement		Give Facts Under Remarks			
	Change in Classification		Give Facts Under Remarks			
	New Position		Submit Form			
	Change in Salary		Indicate New Salary			
	Change in Name		Give Facts Under Remarks			
	Other		Give Facts Under Remarks			
Remarks:			R. Lindemann			
Appointing Officer: p	Kevin Kolakowski		SERVICE COMMISSION			
Title: Superintender	nt		CEIVED			
Address: 25 Kniske	rn Ave. Mechanicville, NY	′ 12118	(0) 20 02			
Certificate valid until:						
This certi	fies that the above employment is in a		ules made in pursuance to Law.			
		tion or condition specified a				
By: W	- W. Calalo	ist.	Date: 10/20/23			



Bornt, Beth <bbornt@mechanicville.org>

### **Fwd: Resignation**

1 message

O'Brien, Catherine <cobrien@mechanicville.org>

Tue, Jun 27, 2023 at 12:29 PM

To: "Bornt, Beth" <bbornt@mechanicville.org>, James DeVito <jdevito@mechanicville.org>, Jodi Birch <jbirch@mechanicville.org>

----- Forwarded message -----

From: Cherise Sullivan <cherise.sullivan10@gmail.com>

Date: Wed, Jun 21, 2023 at 8:18 AM

Subject: Resignation

To: Gidley, Brian <br/>
<br/>
Spidley@mechanicville.org>

Brian -

I apologize for doing this but I have to resign effective immediately. It's not something I want to do but I do not have a choice. I appreciate everything you've done for both my family and the school and I know you will find a stellar replacement. I wish circumstances were different, you have truly been one of my favorite bosses ever.

Sincerely,

Cherise

Kevin W. Kolakowski Superintendent Mechanicville City School District 518-664-5727

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient's and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Cathy O'Brien **Executive Assistant to the Superintendent District Clerk** (518) 664-5727 ext. 1103



From: Ci	ty County	Town [	Village Or District 🗸
Department:			The second of th
Name And Title of	Last Employee In Position:		
Name of Employee	Z. Jodi Birch		Social Security Number
Address:			
Title of Position:			
Non-Veteran	Business Manager		Salary:
<del></del>			npt Volunteer Firefighter
Appointments	Check Nature Of	Effective Date	Action Necessary By
	Personnel Change		Appointing Officer
	Permanent		Return Report of Certification
	Provisional		Attach Application
	☐ Temporary	From To	State Length of Employment
	For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion		Return Report of Certification
	Provisional Promotion		Attach Nomination
	☐ Non-Competitive Class		Attach Application
	Exempt Class		Submit This Form Only
	Labor Class		Attach Application
Terminations	Resignation	10/22/23	Submit Signed Resignation
	☐ Retirement		Give Effective Date
	☐ Deceased		Indicate Date
	☐ Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	Military Leave of Absence		Give Facts Under Remarks
	Other Leave of Absence	From To	Give Facts Under Remarks
	☐ Transfer		Give Facts Under Remarks
	☐ Demotion		Give Facts Under Remarks
	Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	☐ Change in Classification		Give Facts Under Remarks
	☐ New Position		Submit Form
	Change in Salary		Indicate New Salary
	Change in Name		Give Facts Under Remarks
	Other		Give Facts Under Remarks
Remarks:			R. Lindemann
Appointing Officer:	Kevin Kolakowski		MECHANIOVILLE CIVIL SERVICE COMMISSION
Title: Superintende	ent	·····	DELIVIOR COMMISSION
Address: 25 Kniske		 ′ 12118	HECEIVED
Certificate valid unt		DA	$TE = \frac{\sqrt{U/2.0/2.3}}{Date}$
This cer	tifies that the above employment is in a	nccordance with Law and R tion or condition specified t	
Ву:	// Subject to any timute	non or condition specified t	Date: (3/20/2027
/Non 10	_ ////		10/20/20127

September 15, 2023

Dear Kevin,

Please accept this letter as my formal resignation from my position as School Business Manager at Mechanicville City School District, effective October 22, 2023.

I am grateful for the opportunities and experiences I have had at Mechanicville City School District over the past four years. I have learned a great deal and grown professionally during my time here.

I am committed to making the transition as smooth as possible for the team and the school district. Please let me know if there is anything I can do to help during this time.

I wish you and the school district all the best.

Sincerely, All ABeril

Jodi A. Birch

From:	City 🗌	County	Town 🔲		Village Or District	3	
Department:							
Name And Title	of Last Employ	vee In Position:	*****			A	
Name of Employ	Name of Employee: Social Security Number:						
Address:		· - ·					
Title of Position:	Laborer				Salary:		
Non-Veteran	V	eteran Disabled	Veteran 🗍	Exen	npt Volunteer Firefight	er 🗍	
Appointments		Check Nature Of		ective Date		Necessary By	
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Remarks:					R. Lin	demann	
Appointing Office	<sup>er:</sup> Kevin Ko	lakowski			ERVICE COMMI	CIVIL	
Title: Superinter	ndent			E		En	
Address: 25 Knis	skern Ave	Mechanicville, NY	/ 12118		100		
	Certificate valid until:					40	
This c	ertifies that th	e above employment is in				ce to Law.	
$\sim$		Suffect to any limite	tion or cond	ition specified a	bove.		
By:					Date:	U10/27	

I Joshua Covey will be leaving for a school district closer to home. I have enjoyed working here. I love all the staff and kids. I would like to leave here with no regrets. I can't thank everyone enough for everything you've done for me. A couple years back I took my exams for New York State and they pulled my name off the list for a Supervisor position. I was able to pass all my exams including my NYS Facility Director Exam. I can't thank all the board members and all of the Admin here at Mechanicville. Please always know I'm only a phone call away. My exit date will be 11/9/23.

My Best Joshua Covey Joshua Covey #OneMechanicville!

	,	
	Date and	
1-Nov-23	1-Nov-26 Certifications	
Date List Established:	By Commission Action Canvass Result	
	Final Score	06
LE	Vet's Pts	0
MECHANICVILLE SERVICE COMMIS	Exam	06
MECHANICVILLE CIVIL SERVICE COMMISSION	ADDRESS	
TITLE OF ELIGIBLE LIST Clerk - 23-2 Prepared by Rose Ann Lindemann A 名	NAME	Amy DeMarco
TITLE O Clerk - 23-2 Prepared by Ro Checked by Day	Standing on List	

		]		
		Date and Nature of Appt.		
	1-Nov-23 1-Nov-26	Sertifications		
	Date List Established: Expiration Date: By Commission Action	Canvass Result		
Z		Final Score	70	
LE MISSIC		Vet's Pts	0	
MECHANICVILLE SERVICE COMMIS		Exam Score	02	
MECHANICVILLE CIVIL SERVICE COMMISSION		ADDRESS		
TITLE OF ELIGIBLE LIST st - 23-3	Prepared by Rose Ann Lindemann $R^{\mathcal{L}}$ Checked by Dawnmarie Robens $\mathcal{B}^{\mathcal{L}}$	NAME	Beth Maioriello-Bornt	
TITLE OI Typist - 23-3	Prepared by Checked by I	Standing on List	-	

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

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: 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.

## <u>FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:</u>

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).
- 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.