

CITY OF NORWICH
Civil Service Meeting
March 15, 2018

PRESENT:

John Blenis Jr., Chairman
Brian Wessels, Commissioner
Mary Politano, Commissioner

ALSO:

Deborah DeForest, Secretary

Justin Carpenter

Secretary DeForest called the meeting to order at 8:30 am.

Commissioner Wessels motioned to go into executive session to discuss the employment history of a particular individual. Seconded by Chairman Blenis, approved ayes all.

Commissioner Wessels motioned to exit executive session at 9:30 am. Seconded by Chairman Blenis.

Commissioner Blenis stated that based on the information provided at the last two meetings I motion to disqualify Justin Carpenter from the City of Norwich eligibility list for Police Officer. Seconded by Commissioner Politano, approved ayes all.

Commissioner Blenis motioned to approve the minutes from the February 27, 2018 meeting. Seconded by Commissioner Politano, approved ayes all.

Secretary DeForest presented Resolution #289 to establish the eligible list for exam #61140 for the position of Police Officer

RESOLUTION# 289 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 15, 2018 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Police Officer was taken on December 12, 2017 and the results for said examination have been received and

recorded; NOW, THEREFORE, BE IT RESOLVED, that the eligible list

for exam #61140 position of Police Officer be established as detailed on the attached list and that the duration of this list shall be in effect from March 15, 2018 to March 15, 2019, which shall not be less than one nor more than four years in length.

Commissioner Blenis motioned to approve resolution #289. Seconded by Commissioner Politano, approved ayes all.

Commissioner Wessels motioned to extent the eligible list for Fire Chief from May 30, 2018 to May 30, 2019. Seconded by Commissioner Blenis, approved ayes all.

Secretary DeForest presented a new job description for Code Enforcement Officer which will replace the job description for Code Enforcement Officer/Fire Marshall.

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves enforcement of building, fire, zoning, sign and other similar ordinances in the city; inspection of buildings, housing, and building construction to assure compliance with all local, state, and federal regulations; complaint investigations; evaluation of rehabilitation needs including cost estimates; and oversight of rehabilitation projects. Work is performed under the direction of the Fire Chief and may include supervision over the work of others. Performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as code enforcement official as provided for under the State Building and Fire Code.
- Coordinate code enforcement activities with other city agencies and personnel.
- Serve as enforcement officer for municipal codes and ordinances, such as zoning, signs, electrical and plumbing.
- Review plans and specifications submitted for construction, alterations, installations, and other actions associated with municipal codes.
- Explain the requirements of applicable ordinances and state and federal regulations including the New York State Uniform Fire Prevention and Building Code to building contractors and to the general public.
- Inspect buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws. Inspect existing buildings and structures to insure their conformity with local ordinances.
- Order the eradication of unsafe structures or conditions.
- Investigate complaints and assist in prosecuting violation of the building code and other related ordinances.
- Discuss needs for rehabilitation work with property owners and inspect premises to determine scope of the project and assess any code violations that need to be corrected.
- Prepare bid specifications and plans for rehabilitation, receive and analyze submissions and award contracts within the scope of the program and statutes.
- Process and maintain records of various actions and decisions relative to enforcement issues.
- Maintain accurate records and prepare required reports such as activity reports, permits issued, fees collected and project status reports. Maintain New York State code rules and regulations manuals.
- Prepare and administer budget for code enforcement and building functions.
- Develop and implement procedures pertaining to code enforcement and building inspection functions.
- Serve in an advisory capacity to the Mayor and other government officials in areas related to code enforcement and building inspections. Represent the city in various local, state or national organizations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of building, fire, zoning, sign, and other municipal ordinances; thorough knowledge of modern practices, principles, materials, and tools used in building construction; good knowledge of the building trades; good knowledge of provisions, rules, and regulations of building rehabilitation grant programs; ability to read and interpret plans and blueprints; good knowledge of legal procedures involved in enforcement of municipal codes; ability to prepare estimates, specifications, and simple construction plans; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with other public officials, employees, contractors, and the general public; sound judgment; courtesy and tact; discretion; initiative; resourcefulness and integrity.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and:

1. Graduation from an accredited college or university with an associate's degree in construction or engineering technology or a related field and three years of experience in building construction, rehabilitation, or inspection work; or in lieu of #1:
2. Five years' experience in building construction, rehabilitation in the private and public sector, or inspection, or municipal codes enforcement; or
3. An equivalent combination of training, education, and experience.

SPECIAL REQUIREMENTS:

Valid NYS driver's license, eligibility for certification as Code Enforcement Officer by the State of New York within one year from date of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the city and the employee and is subject to change by the city as the needs of the city and requirements of the job change.

Discussion ensued.

Commissioner Wessels motioned to approve the new job description for Code Enforcement Officer as presented and classify it as competitive. Seconded by Commissioner Politano, approved ayes all.

Secretary DeForest presented a request to revise the special requirements for Lead Operator to the following:

SPECIAL REQUIREMENTS:

Grade III Waste Water Operators Certificate issued by the State of New York Department of Environmental Conservation or a Grade II-A Water Operators Certificate. Class D Water Distribution Certificate issued by the State of New York Department of Health within one (1) year of appointment. Possession of a commercial driver's license issued by the New York State Department of Motor Vehicles within four months of appointment and maintenance of same while employed.

Discussion ensued.

Commissioner Blenis motioned to approve the revised special requirements for Lead Operator as presented. Seconded by Commissioner Politano, approved ayes all.

Secretary DeForest presented a request to revise the special requirements for DPW Superintendent to the following:

Special Requirements:

- Candidate must possess the following at time of appointment:
 - o A valid NYS driver's license.
- The following licenses are preferred but not required:
 - o Grade III Wastewater Treatment Plant Operators certificate issued by the NYS Department of Environmental Conservation.
 - o Grade D,C,IIB and IIA Water Treatment Operators Certificate issued by the NYS Department of Health. IA and IB certificates are desirable.
 - o 5A NYSDEC Aquatic pesticide Certificate.

Discussion ensued.

Commissioner Wessels motioned to approve the revised special requirements for DPW Superintendent as presented. Seconded by Commissioner Blenis, approved ayes all.

Secretary DeForest presented a job description for Grants Coordinator:

GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of conducting research in the procurement of Federal, State, County and private grant funding. An incumbent is responsible for identifying potential funding sources, matching them with appropriate needs, formulating necessary procedures for the writing, timely and accurate review, and submission of proposals. Upon award of grants, the employee notifies the responsible parties of the contract procedures and the approved budget parameters. Extensive contacts are established and maintained with Federal, State, County and private agency personnel as well as City officials. The work is performed under the general supervision of the Director of Finance. An incumbent in this position is required to exercise wide latitude of personal judgment in conformance with policies, procedures and techniques involved in obtaining grant funding. Supervision may be exercised over the work of a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches all Federal, State and local legislation, projects, and programs for the opportunities they offer for potential grants, entitlements, and allocations relevant to the needs of the City of Norwich;

Prepare grant applications that create the most appropriate utilization of funds available, ensuring conformity to Request for Proposal (RFP) criteria and guidelines;

Obtains information, data and application forms necessary to fulfill the requirements of the grant applications, utilizing both printed and internet resources;

Writes grant proposals, receives and approves amendments, and files all applications for funding, including the submission of applications on-line;

Prepares and files periodic reports to the grant-funding agencies detailing progress towards grant objectives and providing other relevant information as needed;

Compiles and maintains written records and reports on the results of all grant-funded projects and disseminates information as appropriate to City Officials.

Establishes standard practices and procedures for receiving and processing requests from all city departments seeking grant funding, ensuring consistency and accuracy in all submissions;

Prepares an annual report summarizing the evaluations of all grant-funded programs in various stages of development, including new and existing programs and those programs planned for the future;

Prepares request for proposals for city owned properties when requested;

Coordinates the determination of eligibility of applicants for grant assistance and the delivery of assistance under grant programs.

Serves in a technical and advisory capacity to the Planning Commission and the Zoning Board of Appeals.

Serves as Secretary to the Planning Commission and the Zoning Board of Appeals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the guidelines, procedures and techniques involved in obtaining grant funding; good knowledge of research tools and resources; working knowledge of the capabilities, function and potential of the internet as a research tool; working knowledge of current windows-based and web-based office software applications; ability to write clearly and concisely in preparing written grant proposals and reports; ability to conduct needs assessment, research and evaluation relative to grant proposals; ability to maintain effective relationships with others; ability to communicate effectively both orally and in writing; ability to manage multiple assignments and priorities; sound professional judgment; resourcefulness; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A high school diploma and either:

- A. Graduation from a New York State registered or regionally accredited college with an Bachelor's Degree in Educational Research, Public Administration or Business Administration or closely related field majoring in planning and/or project development and one (1) year of experience in grant writing, grant procurement, coordination or administration of a public or private grant;
- OR**
- B. Five (5) years experience in planning, grant writing, grant procurement, coordination or administration of a public or private grant;
- OR**
- C. An equivalent combination of training and experience sufficient to demonstrate the ability to perform the work.

Discussion ensued.

Commissioner Blenis motioned to approve the job description as presented and classify it as competitive. Seconded by Commissioner Politano, approved ayes all.

Secretary DeForest presented a job description for a new position of Wastewater Treatment Plant Technician:

WASTEWATER TREATMENT PLANT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for operating and maintaining a wastewater treatment plant. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Lead Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Laboratory work required for a Grade III wastewater treatment plant.
Assembles instruments and equipment for analytical work.
Prepares chemical and bacteriological media, stains, reagents and test solutions routinely used in the laboratory.
Maintains test result records, prepares data sheets.
Prepares and submits all local, state and federal reports.
Cleans, maintains, repairs and stores instruments and equipment.
Coordinates with Lead Operator on process changes.
Full understanding of chemical, bacteriological, biological processes, standard laboratory principles, methods and equipment.
Able to perform mathematical calculations as they relate to laboratory analytical results and applies interpretation of laboratory results to operational control.
Maintains laboratory and orders supplies, keeps laboratory within local, state and federal certifications including safety practices and rules.
Performs custodial duties in laborites.
Operation of computer systems for operations, reports, graphs and preventive maintenance programs.
Operates wastewater treatment plant equipment and machinery including belt presses, chlorinators, and sludge and effluent pumps.
Performs permit sampling on influent and effluent, records results and informs supervisor of adverse results.
Inspects plant equipment and machinery and performs basic maintenance and repairs;
Performs a variety of basic laboratory tests and other analyses including testing for chlorine levels, respiration rates and pH testing.
Performs basic repairs to plant equipment and machinery and performs scheduled and preventative maintenance on equipment and machinery.
Monitors meters and gauges and records readings.
Keeps a log of plant operations and related records.
Maintains inventory of equipment and machinery parts, bulk chemicals and other plant supplies and orders parts, chemicals and supplies as necessary.
Monitors sludge deliveries from other municipalities and treats and disposes of sludge.
May train new operators.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices involved in the operation and maintenance of a wastewater treatment plant;
Good knowledge of federal, state and local laws and regulations applicable to a wastewater treatment plant;
Working knowledge of the tools, equipment and terminology used in the maintenance and repair of wastewater treatment systems;
Working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal;
Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment;
Ability to make routine laboratory and field tests for control of plant operations;
Ability to analyze and organize data and prepare records and reports;
Ability to understand and follow oral and written instructions;
Mechanical aptitude.
Ability to follow prescribed methods and processes as well as maintain proper records.
Knowledge of basic principles of chemical, physical and bacteriological examination and treatment of wastewater, sludge, effluents, and by-products.
Knowledge of standard laboratory principles, technology and equipment.
Carry out instructions in written, oral, or diagrammatic form and deal with problems involving a few concrete variables in or from standardized situations.

Ability to learn job duties from oral instructions or demonstration, complete report form and accurately record data.

Willingness to be on call and respond to emergencies.

Thorough knowledge of equipment used in a wastewater laboratory.

Thorough knowledge of laboratory practices associated with the operation of grade III wastewater treatment plant.

Ability to communicate effectively with superiors and subordinates.

Ability to read, understand and record data from gauges, charts, scales, and assortment of laboratory equipment.

Must have good mechanical aptitude, integrity.

MINIMUM QUALIFICATIONS: Either:

1) Graduation from a regionally accredited or New York State registered college with a associates degree in civil or environmental engineering or a related field and two years of responsible experience in the operation of a wastewater laboratory at a grade III or higher plant.

or

2) Four years of responsible experience in the operation of a laboratory at a grade III or higher wastewater plant.

or

3) An equivalent combination of training and experience within the confines of (1) thru (2) above and to demonstrate the ability to perform the work.

SPECIAL REQUIREMENT:

Possession of a current Grade III Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment. Possession of a commercial driver's license issued by the New York State Department of Motor Vehicles within four months of appointment and maintenance of same while employed.

Discussion ensued.

Commissioner Wessels motioned to approve the job description as presented and classify it as competitive. Seconded by Commissioner Blenis, approved, ayes all.

Next meeting was scheduled for April 24, 2018 at 8:30 am

Meeting adjourned at 10:30 am