

**PUBLIC WORKS COMMITTEE
PARKS, RECREATION AND RAILROAD
May 25, 2021**

Committee Members: *CONOVER*, Hogan, Dickinson, Thomas, Bruno, Geraghty and Merlino

- I. Committee Meeting Call to Order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Action Agenda/New Business**
 1. Request: Notice of Intent to Fill the Position of Building Maintenance Mechanic
Rationale: Due to vacancy
- IV. Information for Discussion/Review**
 1. Stocking Report
 2. GlampAdk Summer Housing
 3. Kinetic sand
 4. Railroad Property Transfer to the Town
- V. Referral/Pending Items**
 1. The Committee decided to invite representatives from Adirondack Cycling Advocates to the next Committee meeting to opine on whether electric bikes/scooters should be permitted on the Warren County Bike Trail. (04.20.21).
- VI. Privilege of the floor and public comment (Please allow for 15 second delay on live stream meetings)**
- VII. Motion to Adjourn**

Attachments:

1. Resolution Request No. 12 – Notice of intent to fill position

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.40
Title of Position: Building Maintenance Mechanic Base Salary of Position: \$36,214 Grade: 15
Filling at Step # (If Known): _____ \$42,141
Budget code and title: A.7110 General.Parks & Recreation Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #11265/Morehouse Date of Vacancy: 04/26/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director. 10/5/21
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 10/5/21
Human Resources Director has approved this form when initialed. AF 5/5/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/10/21

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature R. Conner verbally approved Date 5/20/21

BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This work involves the repair and maintenance of buildings, grounds and equipment. The work performed is of a general mechanical nature and may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair. The work may also involve the operation and routine maintenance of motor vehicles or other machinery and equipment. Although employees of this class, because of individual training or experience generally devote a greater part of their time to a particular specialized field, they are required to work in various mechanical fields as the occasion demands. Employees work under general supervision allowing for the exercise of independent judgment in carrying out the details of the work. Direct supervision may be exercised over the work of laborers or other subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs and repairs electrical wiring and equipment;
May clean, maintain and make repairs to boilers, pumps, heaters, piping, valves, traps, compressor motors and generators;
Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;
Installs and repairs plumbing fixtures such as sinks, toilets and showers;
Operate and/or perform minor repairs to motor vehicles, and other motorized equipment;
Repairs windows, doors, floors, walls, furniture, roofs, projectors, screens and sprinklers;
Performs masonry duties such as mixing plaster and concrete, laying brick or blocks, preparing forms and pouring concretes;
Prepares surfaces and paints exteriors and interiors of buildings and structures;
Performs general grounds maintenance activities;
May supervise the work of laborers or other subordinates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of the operation and maintenance of heating and ventilating equipment; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Four years of experience in general building maintenance, heavy construction or building trades work; or
- b) One year of experience as a journeyman in one of the recognized skilled trades; or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.