



POSITION OPENING

Internal Posting ONLY: MEO/Mechanic—Highway Department

Position(s): MEO/Mechanic- Civil Services Classification: Non-Competitive

Hours: 40 hours per week; 7:00 am- 3:30 pm

Wages: Based on Classification and Grade(2024 Wages): remain same as MEO under wage schedules per attached MOA

Job Description: See Attached---

To Apply:

Submit Ontario County Application; Current Vacancies:

<https://ontario-portal.mycivilservice.com/jobopps>

Click "City of Geneva-MEO/Mechanic- Internal Candidates ONLY"

***Note:** Please attach the following to application:

- Letter of Interest

Opening posted from Monday, 7/22 to Friday, 8/2/2024—Online post closes at 11:59pm

MOTOR EQUIPMENT OPERATOR / MECHANIC

MINIMUM QUALIFICATIONS: Either:

1. Completion of a two-year vocational Automotive Repair training program AND one (1) year of full-time paid experience, or its part-time equivalent, in the maintenance and repair AND operation of automotive equipment; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, in the maintenance and repair AND operation of automotive equipment, which shall have included welding experience; OR
3. An equivalent combination of training and experience as defined by (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Possession of a valid Class B, or higher, New York State Commercial Driver's License with appropriate endorsements and maintenance of such license throughout the tenure of employment in the position.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT in the City of Geneva: Possession of a valid New York State Motor Vehicle Inspection License and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe and efficient operation of moderately complex motor equipment in the performance of assigned tasks. An employee in this class is also responsible for performing skilled repair and maintenance of all types of equipment, motors and pumps found in a public works department. Employees in this class are required to perform manual duties related to the operation of the equipment. General instruction is received regarding repair and maintenance duties to be performed, but leeway is permitted in planning the details of each assignment. Motor equipment operation is usually performed under close supervision. Supervision may be exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a truck in connection with the hauling of material for road construction and repair;
 Operates a truck to transport workmen, tools and other equipment;
 Operates a snowplow or related snow removal equipment;
 Loads and unloads trucks;
 Performs a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
 Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, graders, bulldozers, power shovels and buses;

Continued on Page 2

MOTOR EQUIPMENT OPERATOR / MECHANIC

TYPICAL WORK ACTIVITIES: (Continued)

Repairs or replaces motor pumps, fuel pumps, generators, carburetors, shock absorbers;
Repairs ignition systems, transmissions, brake systems, clutches and front and rear axles;
Welds and brazes public works equipment;
Adjusts connecting rods and bearings;
Adjusts steering mechanisms and aligns wheels;
Makes minor welding repairs to automotive equipment;
Greases vehicles, changes oil and oil filter;
Tunes engine and sets the timing;
Attaches and removes snow plow blades and other auxiliary equipment;
May be required to supervise other automotive mechanics or employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of standard automotive repair methods and of the terminology and tools of the trade; good knowledge of the operation of a variety of public works equipment; good knowledge in the use of welding equipment techniques; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; ability to work from plans, manuals and specifications and to follow rough draft sketches; ability to understand and carry out oral and written instructions; dependability; physical condition commensurate with the demands of the position.

ADOPTED: FEBRUARY 26, 2018

REVISED: 11/1/23; 3/12/24

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

**MEMORANDUM OF AGREEMENT
BETWEEN THE CIVIL SERVICE EMPLOYEE'S ASSOCIATION INC, LOCAL 1000,
AFSCME, AFL-CIO, ONTARIO COUNTY LOCAL, CITY OF GENEVA PUBLIC
WORKS EMPLOYEE'S UNIT #7852-02 AND THE CITY OF GENEVA**

The Civil Service Employee's Association (hereinafter referred to as "CSEA") and the City of Geneva (hereinafter referred to as the "City" and both hereinafter referred to as the "parties") are agreeing to the Memorandum of Agreement stated below.

Whereas, CSEA and the City are parties to a collective bargaining agreement which expired on December 31, 2023; and,

Whereas, the parties are currently in contract negotiations and are amending contract language to reflect this change and as a result of discussions; and,

Whereas, both parties mutually agree to enter a memorandum of agreement because of those discussions; and,

Whereas, the terms of this Memorandum of Understanding shall be continued and incorporated into the successor CBA.

Whereas, this Memorandum of Agreement shall not be modified except by a writing signed by all parties.

Whereas, this Memorandum of Agreement may be executed in any number of counterparts, all of which shall constitute one and only one Memorandum of Agreement. So long as original signatures of each party are secured, the parties agree that it is not necessary that all signatures be on a single page. A facsimile or electronic copy of this Memorandum of Agreement will have the same force and effect as the original.

Now, therefore, the parties mutually agree as follows:

Article XIX Wages Section 2 Wages Structure-New Hires Upon Ratification- 11/2/2017 of the current collective bargaining agreement will be amended effective immediately to reflect the language as follows:

Add Motor Equipment Operator/Mechanic title as a full-time position. The attached job description has been created and approved by City of Geneva and Ontario County Human Resource Department. MEO/Mechanic wage would remain same as MEO in both wage schedules as listed in the 2021-2023 contract. Under C. Educational Incentive-add An educational stipend of \$300.00/ year for MEO/Mechanic for valid NYS Motor Vehicle Inspection License. Documentation of the license must be provided to the Human Resource Office to certify the stipend.

All other language in Article XIX Wages of the current collective bargaining agreement remains the same and all other terms and conditions of the current collective bargaining agreement remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement, which consists of two (2) pages, to be executed on the date shown by each of their signatures below.

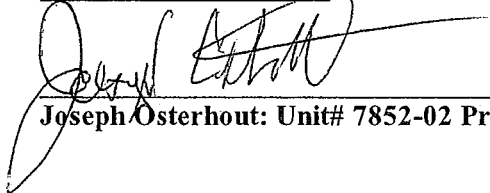
Signed and agreed to on this 26 day of June 2024.

CITY OF GENEVA:




Amie Hendrix-City Manager

CSEA UNIT #7852-02:



Joseph Osterhout: Unit# 7852-02 President

 7/1/2024

Paul D. Peters: Labor Relations Specialist