

By Alderman Holland; Seconded by Alderman Behan:

LOCAL LAW NO. 5 of 1942

ENTITLED AN ACT creating various positions in the Municipal Lighting Department of the City of Plattsburgh, N.Y., prescribing specific titles for employees and defining the duties of their respective positions; providing for classification and compensation plans and by such action fixing the salaries and/or wages of all persons to be employed thereunder, also providing for vacations and sick leave.

BE IT ENACTED by the Common Council of the City of Plattsburgh, N.Y. as follows:

SECTION 1. CREATION AND CLASSIFICATION OF POSITIONS.

There shall be in the Municipal Lighting Department the following positions which are classified in the Municipal Civil Service of the City of Plattsburgh in accordance with the following schedule.

<u>Class Title</u>	<u>Jurisdictional Title</u>
Business Manager	Competitive
Accountant	Competitive
Senior Account Clerk	Competitive
Junior Clerk	Competitive
Junior Stenographer	Competitive
Cashier	Competitive
Addressograph-Graphotype Operator	Competitive
Storekeeper	Competitive
Meter Reader	Competitive
Meter Reader Foreman	Competitive
Electrical Appliance Demonstrator	Competitive
Plant Superintendent	Competitive
Junior Engineer	Competitive
Engineering Aide	Competitive
Line Foreman	Competitive
Lineman	Competitive
Lineman	Competitive

Lineman	Competitive
Lineman	Competitive
Lineman Helper	Competitive
Lineman Helper	Competitive
Lineman Helper	Competitive
Lineman Helper	Competitive
Chief Diesel Plant Operator	Competitive
Diesel Plant Operator	Competitive
Diesel Plant Operator	Competitive
Diesel Plant Operator	Competitive
Diesel Plant Operator	Competitive
Power Dispatcher	Competitive
Power Dispatcher	Competitive
Power Dispatcher	Competitive
Power Dispatcher	Competitive
Power Plant Attendant	Competitive
Electric Meter Foreman	Competitive
Electric Meter Service Man	Competitive
Electric Service Man	Competitive
Electric Service Man	Competitive

SECTION 2. DUTIES

The duties of persons holding positions as numerated in Section 1, of this law are as follows:

Business Manager

Oversees the handling of utility accounts; oversees the keeping of plant cost, consumer accounts, and general books; oversees the preparation of financial and statistical reports for the Common Council, the public, and other governmental agencies; contacts large industrial and commercial users, prepares contracts for special rates; follows up the collection of delinquent and final

accounts, supervising the extension of credit on delinquent accounts; supervises the activities of all office personnel; audits all reports filed with the Public Service Commission, Federal Power Commission and other regulatory bodies; oversees the handling of consumer complaints; purchases office equipment and supplies; supervises the payment of claims and invoices.

Accountant

Codes and classifies receipts and expenditures according to Public Service Commission's classification of accounts; maintains cost accounts, verifies, analyzes, reconciles, and prepares closing entries; checks payroll and material charges, claims for supplies and other expenses and distributes to operating property and expense accounts; posts and maintains general ledger; prepares financial and statistical reports for Common Council, Public Service Commission, Federal Power Commission and other regulatory bodies; assists with supervision of other employees engaged in accounting and bookkeeping.

Senior Account Clerk

Summarizes and checks kilowatt hour sales and revenues; balances control on customers' service accounts; checks billing of large commercial and industrial users; balances miscellaneous jobbing ledgers; prepares schedule of meter reading dates, billing dates, discount dates, and dates for mailing notices of delinquency; bills final accounts; summarizes customers' service accounts in arrears; prepares payroll; summarizes by accounts payroll charges, material charges, transportation charges, claims for supplies and other expenses; posts and balances ledger for construction projects.

Junior Clerk

Interviews consumers, accepting applications for service, discussing and explaining rates, class of service and deposit requirements; issues orders to meter department for new connections, changes of address and disconnections; receives and issues orders for trouble calls; seals and stamps outgoing mail, prepares statements of

metered mail; extends purchase orders; files completed meter and service orders; operates addressograph and graphotype machines; files and maintains addressograph mailing list; acts as relief meter reader.

Junior Stenographer

Takes and transcribes the dictation of letters, memoranda, reports and other materials; sorts, indexes and files material; operates telephone switchboard, handling all trunk-line and inter-office calls; assists cashier, acts as relief cashier; acts as relief bookkeeper, billing and tabulating sales on an electric book-keeping machine.

Cashier

Collects consumers' bills over the counter, receives collections by mail; sorts stubs, records daily collections; prepares bank deposits; posts cash payments to consumers' ledgers; records changes of address on consumer application cards; prepares sales orders and bills for miscellaneous jobbing and service calls.

Addressograph-Graphotype Operator

Operates electric graphotype and addressograph machines; assists in filing and maintaining mailing list; bills, tabulates and makes ledger entries on consumers' service accounts with electric book-keeping machine; balances consumers' ledgers.

Storekeeper

Keeps and maintains meter history cards; maintains current inventory of stock on hand; prepares requisitions for material issues and returns; maintains storeroom; issues all purchase orders; issues and receives tools and equipment; records gasoline consumption and lubrication of cars and trucks; assists with general purchasing of supplies.

Meter Reader

Reads and records readings of electric meters on consumers' premises, computing consumption; collects delinquent service accounts; promotes

good will and use of electricity through contacts with consumer; analyzes consumers' bills in accordance with consumers' appliances.

Meter Reader Foreman

Reads and records readings of electric meters on consumers' premises, computing consumption; collects delinquent service accounts; promotes good will and use of electricity through contacts with consumer; analyzes consumers' bills in accordance with consumers' appliances; guides, instructs and checks readings of the Meter Reader.

Electrical Appliance Demonstrator

Plans and carries out public demonstrations of electrical equipment through cooking schools and demonstration dinners; follows up sales of electrical appliances and instructs housewives in their use, care, economical and efficient operation; promotes the use of proper types of lighting fixtures; promotes good will through distribution of household hints, recipes and menus; records appliances used by consumer; analyzes consumers' complaints about appliances.

Plant Superintendent

Supervises studies of future growths, layout of power plant, transmission lines, distribution lines, substations, signal and street lighting; conducts studies on power generation and distribution costs, recommends rate policies; purchases materials and supplies; supervises the preparation of plans, cost estimates and specifications for all new construction; supervises new construction and installation or removal of equipment; supervises preparation of reports to the Public Service Commission on service interruptions; supervises operation of generating plants and substations; supervises maintenance of all power lines, signal systems and associated power recording devices; contacts and confers with consumers on special power problems.

Junior Engineer

Prepares construction work and job orders, making field inspections on completion of jobs and reconciling units of property and material; keeps and maintains perpetual property inventory records; prepares monthly statements of power plant generation; orders and schedules delivery of engine fuel; prepares report to Public Service Commission on service interruptions; checks purchase orders for description and job allocations; files all correspondence, log sheets, voltage charts and other departmental material; records and dispatches necessary crews to points of trouble during periods of emergency or stress; acts as clerical assistant to Plant Superintendent.

Engineering Aide

Reads and sets up transits and levels; plots field notes, profile, cross sections and topography; prepares, drafts and indexes system maps; assists with keeping and maintenance of property inventory records.

Line Foreman

Plans and distributes work to line crew; keeps daily time and material records; directs and leads in the installation, replacement and removal of poles, power lines, street lights, signals and transformers; attends and directs emergency repairs; directs trimming, pruning and removal of trees along power lines.

Lineman

Installs, replaces and removes poles, power lines, street lights, signals and transformers; trims and prunes trees along power lines.

Lineman Helper

Assists lineman on the ground with installation, replacement and removal of poles, power lines, street lights, signals and transformers; assists lineman on the ground with trimming and pruning of trees along power lines; drives equipment truck, operating a winch derrick.

Chief Diesel Plant Operator

Supervises the operation and maintenance of diesel engines; supervises the generation and distribution of electrical energy;

prepares reports on plant operation; requisitions supplies and equipment; arranges schedules and assigns tasks to Diesel Plant operators, power dispatchers and attendants.

Diesel Plant Operator

Operates and maintains Diesel engines; synchronizes generator units to power lines connected through panel boards; prepares daily log sheet checking water, fuel oil, lubricating oil pressure gauges; temperature readings, exhaust temperatures and other readings; tests and regulates water softening units; cleans and recharges lubricating oil reclaimer; cleans and changes lubricating oil and oil supply tanks.

Power Dispatcher

Operates high voltage transformer banks, high voltage breakers and switches; maintains proper distribution of load on switchboard panels; records meter readings.

Power Plant Attendant

Unloads oil from oil tanks; filters oil; changes oil in engines; cleans and fills oil tanks; washes oily rags; assists Diesel operators with repairs to equipment; performs general cleaning and maintenance tasks in and about plant.

Electric Meter Foreman

Supervises and leads in the installation, repair, removal and testing of power recording devices; makes load tests at consumers' installations, determines the types of meters to be installed; requisitions meter supplies; keeps inventory of all meters; directs and attends investigation of consumers' service complaints; inspects old and new service entrances on consumers' premises; prepares monthly report on meter tests to the Public Service Commission.

Electric Meter Service Man

Installs, repairs, removes and tests power recording devices; connects and disconnects meters on consumers' premises; investigates and adjusts consumers' service complaints.

Electric Service Man

Patrols, repairs, and replaces street light lamps and globes; replaces lamps in signal systems; removes, resets, connects and disconnects meters on consumers' premises; investigates and adjusts consumers' service complaints.

SECTION 3. MAXIMUM AND MINIMUM COMPENSATION, RATES OF INCREASE.

The holders of the positions created by Section 1 of this act shall be compensated as follows: Column 1 shows the minimum or entrance compensation; Column 2 the maximum which may be received; Column 3 shows the rate of yearly increase until maximum as shown in Column 2 is reached:-

<u>Position</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Junior Clerk	1000	1480	120
Junior Stenographer	900	1380	120
As amended by Local Law No. 11 of 1944 which provides for a seven (7%) per cent increase in the salaries of all positions listed under Section 3 excepting the positions of Business Manager, Plant Supt., First Class Lineman, Electric Meter Service-man, Lineman Helper and Stock Clerk, for the duration of World War No. 2 and for a period of six months thereafter.	1500	1980	120
	1500	1980	120
Electrical Assistant	900	1380	120
Salary of the Business Manager fixed to be paid at the rate of \$3,500.00 per annum effective May 16, 1944-Local Law No. 5 of 1944.	3500	1860	120
	3020	1980	120
Business Manager	2820	3300	120
Lineman Helper	1380	1620	120
Minimum salary of linemen fixed to be paid at the rate of \$2,280.00 per annum for the duration of World War No. 2 and for a period of 6 months thereafter-Local Law No. 6 of 1944.	2280	2880	120
	1680	1620	120
Power Dispatcher	1500	1860	120
Diesel Plant Operator	1800	2280	120
Chief Diesel Plant Operator	2340	2820	120
Electric Meter Service Man	1860	2220	120
Electric Meter Foreman	2520	2880	120
Electric Service Man	1500	1860	120
Engineering Aide	1500	1860	120
Junior Engineer	1860	2220	120
Plant Superintendent	3120	3600	120
Minimum salary of the Plant Superintendent fixed at \$5,200.00 per annum effective April 10, 1944-Local Law No. 3 of 1944.	5200		

Provided, however, that persons employed in the position shown under the caption "Class Title" Section 1 hereof, who were employees of the Municipal Lighting Department on April 11, 1941 shall receive the minimum compensation according to the position occupied and as shown in Column 1, which minimum salary shall be increased at the rate of \$120 on April 11, 1942 and at such rate each year thereafter until the maximum salary shown under Column 2 shall have been reached. Nothing in this section however, shall be construed so as to reduce the compensation which any of the above mentioned employees are now receiving.

SECTION 4 VACATIONS AND SICK LEAVES.

This Section amended by Section 13 of Local Law No. 7 of 1943 to read as follow

Sick leaves to be allowed at the rate of one day per month or twelve day per year, effective January 1st, 1943, accumulative until a total of 60 days are reached. Vacations shall be allowed at the rate of fifteen days in each calendar year, the same not allowing half days Saturdays and Sundays.

SECTION 5 VACANCIES.

Vacancies may be filled in any of the above positions by temporary appointment by the Common Council for a period not to exceed four months, pending a permanent appointment which shall be made from an eligible list established by the Municipal Civil Service Commission at the minimum salary set forth in this act.

SECTION 6 TEMPORARY APPOINTMENTS.

Nothing in this act shall be construed to prohibit in times of emergency and stress the temporary employment of additional persons to carry on the respective duties of the positions herein before established in the Municipal Lighting Department. Such employment shall be made only by the Plant Superintendent or the Business Manager of the Municipal Lighting Department, or by either of their authorized representatives.

SECTION 7 TIME OF TAKING EFFECT

This Law shall take effect immediately after Public Hearing has been held thereon and approved by the Mayor.

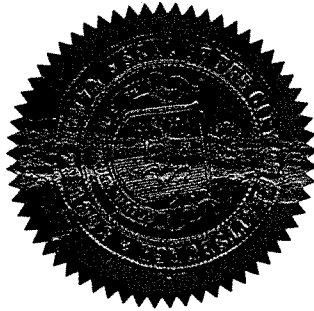
On Roll Call, Alderman Holland, O'Connell, Gioiosa, Demary,
Behan and Tyrell voted in the affirmative; no one in the
negative.

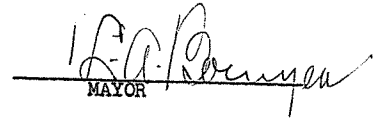
CARRIED.

CERTIFIED TO THE MAYOR THIS 25th DAY OF MAY, 1942.


CITY CLERK

THE FOREGOING LOCAL LAW IS HEREBY APPROVED AFTER PUBLIC HEARING
HELD THIS 2nd DAY OF JUNE, 1942.




MAYOR