



TOWN OF WEST SENECA

SHEILA M. MEEGAN
TOWN SUPERVISOR

To: Fellow Town Board Members

From: Sheila M. Meegan

Date: August 6, 2013

Re: Creation of (5) Van Driver Part-Time Positions

Per the attached communication, kindly move to create five (5) Van Driver Part-Time Positions and further authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

The purpose of this motion is to establish the correct number of Van Driver Part-Time positions with Erie County Personnel.



COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

Ms. Sheila M. Meegan, Town Supervisor
West Seneca Town Hall
1250 Union Road
West Seneca, NY 14224

August 2, 2013

Dear Supervisor Meegan:

We have received your PO-17 form outlining the duties of the new positions that you anticipate establishing in your town.

Enclosed you will find two copies of the New Position Duties Statement. Section 7 has been completed to indicate what the title of the positions should be:

(5) VAN DRIVER PART-TIME (NON-COMPETITIVE)

*It should be noted that the (PT) designation on a position limits the incumbents to a maximum of 19 hours of work per week.

When the creation of the positions has been finally approved by the Board, please complete Section 8 of the enclosed forms, returning the original copy for our files.

Sincerely,

John W. Greenan
Commissioner of Personnel

Tami L. Burns DiCioccio

Tami L. Burns DiCioccio
Municipal Personnel Consultant

JWG:TBD:ccb
Encl

Form PO-17
Rev. 1/89

NEW POSITION DUTIES STATEMENT

Date 7.29.13
From: _____
County Dept. _____
Town WEST SENECA
Village _____
School Dists. _____
Special Dists. _____

To: **VAN DRIVER, PART TIME
5 POSITIONS**
PERSONNEL OFFICER County of Erie
Edward A. Rath County Office Bldg.
95 Franklin Street
Buffalo, New York 14202

Pursuant to the provisions of Section 22, of the Civil Service Law, I am submitting statement of duties of proposed new position. (NOTE: Department head or other authority requesting the creation of a new position, shall prepare a description for each new position to be created except that one description may cover two or more identical positions in the same unit. Send three typed copies to the Personnel Officer.)

1. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PER CENT
OF
WORK TIME

- Operates a van on a regular schedule or on special occasions
- Checks the operating condition of the van before starting on a trip
- Reports any mechanical defect to immediate superior
- Instructs or informs passengers about safety practices when entering and leaving van
- Maintains orderly conduct of passengers on van
- May be required to operate a station wagon or other similar vehicle
- May be required to perform minor maintenance tasks on the vehicle

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with and command their passengers respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position

[Handwritten signature]

2. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
MARY JOSEFIAC	SENIOR RECREATION THERAPIST	DIRECT

3. Names and Titles of Persons Supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
N/A		

4. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

5. What minimum qualifications do you think should be required for this position? (High School, College, Degrees, etc., plus years of experience)

Elementary education and one year of satisfactory experience in the operation of a truck or other automotive vehicles; possession of a New York State Motor Vehicle Operator's License.

Essential knowledge, skills and abilities:

Type of License or certificate required:

6. As Department Head (or other Authority) I certify the above statements are accurate and complete.

Date: 7.29.13 Title: TOWN SUPERVISOR Signature: *Shula M. Morgan*

CERTIFICATE OF PERSONNEL OFFICER

7. In accordance with the provisions of Civil Service Law, Section 22, the ERIE COUNTY PERSONNEL OFFICER certifies that the appropriate civil service title for the position described is

(5) VAN DRIVER PART-TIME (NON-COMPETITIVE)

Date: 7/31/2013 Signature: *Janice Burns DeCocco*

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

8. Creation of described position

Approved

Disapproved

Date: Signature: