

CITY OF VINELAND

ORDINANCE NO. 2013-31

AN ORDINANCE TO AMEND AND SUPPLEMENT ORDINANCE NO. 8, WHICH ESTABLISHED THE CLASSIFICATION AND COMPENSATION PLANS FOR THE CITY OF VINELAND (CIVIL ENGINEER TRAINEE, MECHANICAL ENGINEER TRAINEE AND ELECTRICAL ENGINEER TRAINEE).

WHEREAS, on July 3, 1952, City Council adopted Ordinance No. 8, entitled “An Ordinance Adopting a Schedule of Classified Positions and Applicable Salary Ranges in the Civil Service of the City of Vineland in accordance with the classification and compensation plan contained in reports of the classification surveys submitted by the Civil Service Commission of the State of New Jersey, said Ordinance having been heretofore amended; and

WHEREAS, it becomes necessary and in the best interest of the City of Vineland to establish the salary ranges and/or hourly wage rates for classified and unclassified positions of the Civil Service of the City of Vineland as identified on the attached Schedule No. 8 – 2013, now, therefore,

BE IT ORDAINED by the Council of the City of Vineland that Ordinance No. 8, an Ordinance entitled “An Ordinance Adopting a Schedule of Classified Positions and Applicable Salary Ranges in the Civil Service of the City of Vineland in accordance with the classification and compensation plans contained in reports of the classification surveys submitted by the Civil Service Commission of the State of New Jersey,” be amended as follows:

Section 1. The salary ranges and/or hourly wages rate for classified and unclassified positions of the Civil Service of the City of Vineland identified on the attached Schedule No. 9 – 2013, incorporated herein and on file in the office of the City Clerk, be and the same are hereby established.

Section 2. This ordinance shall take effect upon publication and passage in the manner provided by law.

Passed First Reading:

Passed Final Reading:

President of Council

Approved by the Mayor:

Mayor

ATTEST:

City Clerk

SCHEDULE NO. 9 - 2013

I.B.E.W., UNIT #3
NEW CLASSIFICATIONS:

<u>TITLE</u>	<u>SALARY RANGE</u>
Civil Engineer Trainee	\$47,970 - \$68,904
Mechanical Engineer Trainee	\$47,970 - \$68,904
Electrical Engineer Trainee	\$47,970 - \$68,904

MEMORANDUM

July 1, 2013

TO: MAYOR RUBEN BERMUDEZ and CITY COUNCIL

FROM: HARRY A. MALONEY III - ASSISTANT GENERAL MANAGER



SUBJECT: ASSISTANT ENGINEER (ELECTRIC UTILITY) TITLES CHANGES

New Jersey department of civil Service has introduced a Assistant Engineer Trainee titles and added 1 year experience to the existing Assistant Engineer (Electric Utility)

What does this mean to Vineland; is that under old title, the Utility could not hire a college graduate right out of college as what has been done for 40 plus years. .

So civil Service answer was to introduce an Engineering Trainee titles but one title per discipline so that is what there are three (3) new titles.

Thank you for your attention to this matter.

Cc: Joseph A. Isabella
Denise Monaco
Rosie Gonzalez

Attachments



[[NJDP HOME](#)]

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Job Specification 00520

ASSISTANT ENGINEER (ELECTRIC UTILITY)

DEFINITION:

Under direction, performs routine field and office engineering tasks involved in the design, maintenance and construction of electrical, hydraulic, mechanical, and required systems concerned with generating and providing electrical energy and distributing same for such purposes as power, heat, and illumination; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Designs overhead and underground electrical distribution lines; makes system load studies and forecasts.

Takes readings and computes efficiencies and various operating and incremental costs for generating units.

Performs complex computations relating to interconnected operation.

Assists in the design of mechanical systems, high voltage electrical substations, foundations and structures.

Determines distribution transformer sizes and locations.

Designs and coordinates system for current and over voltage protection.

Designs and recommends outdoor and indoor lighting arrangement and equipment.

Designs customer substations, metering and service arrangements.

Prepares necessary written reports; maintains records and files.

Conducts engineering cost studies.

Prepares specifications for the purchase of material and equipment.

Prepares engineering estimates on major projects involving generation station operation encompassing mechanical, hydraulic, electrical and structural engineering.

Determines power efficiencies; prepares graphs and charts in conjunction with the determination of fuel rates.

*Old
pre 2012*

Recommends equipment modifications.

~~and/or manual recording and information systems used by the~~
and/or manual recording and information systems used by the
agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Mechanical or Electrical Engineering.

NOTE: Possession of a Professional Engineer's License or an engineer-in-training certificate issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the college degree.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of mathematical, physical and engineering sciences.

Knowledge of the civil, electrical and mechanical engineering problems involved in the design, maintenance and construction of electrical generating structures and/or systems.

Knowledge of the techniques used to prepare graphs and charts.

Ability to apply fundamental electrical, civil, and mechanical engineering concepts, theories and practices to achieve engineering objectives.

Ability to organize assigned technical, civil, electrical or mechanical engineering work and develop effective work methods.

Ability to prepare accurate and informative reports.

Ability to organize analyzes, interpret and evaluate data in the solution of engineering problems.

Ability to establish and maintain effective working relationships with representatives of the utility company members of other governmental units, and interested citizens.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 00520 MCK 8/31/99

This job specification is for local government use only.



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Job Specification

ASSISTANT ENGINEER ELECTRIC UTILITY

DEFINITION:

Under direction, performs routine field and office engineering tasks involved in the design, maintenance and construction of electrical, hydraulic, mechanical, and required systems concerned with generating and providing electrical energy and distributing same for such purposes as power, heat, and illumination; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Designs overhead and underground electrical distribution lines; makes system load studies and forecasts.

Takes readings and computes efficiencies and various operating and incremental costs for generating units.

Performs complex computations relating to interconnected operation.

Assists in the design of mechanical systems, high voltage electrical substations, foundations and structures.

Determines distribution transformer sizes and locations.

Designs and coordinates system for current and over voltage protection.

Designs and recommends outdoor and indoor lighting arrangement and equipment.

Designs customer substations, metering and service arrangements.

Prepares necessary written reports; maintains records and files.

Conducts engineering cost studies.

Prepares specifications for the purchase of material and equipment.

Prepares engineering estimates on major projects involving generation station operation encompassing mechanical, hydraulic, electrical and structural engineering.

Determines boiler efficiencies; prepares graphs and charts in conjunction with the determination of fuel rates.

Recommends equipment modifications.

Will be required to learn to utilize various types of electronic ~~and/or manual recording and information systems used by~~ the agency, office, or related units.

REQUIREMENTS:

*New
2012*

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Civil, Mechanical or Electrical Engineering.

NOTE: Possession of a Professional Engineer's License or an engineer-in-training certificate issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the college degree.

EXPERIENCE:

One (1) year of experience in electrical engineering.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of mathematical, physical and engineering sciences.

Knowledge of the civil, electrical and mechanical engineering problems involved in the design, maintenance and construction of electrical generating structures and/or systems.

Knowledge of the techniques used to prepare graphs and charts.

Ability to apply fundamental electrical, civil, and mechanical engineering concepts, theories and practices to achieve engineering objectives.

Ability to organize assigned technical, civil, electrical or mechanical engineering work and develop effective work methods.

Ability to prepare accurate and informative reports.

Ability to organize analyzes, interpret and evaluate data in the solution of engineering problems.

Ability to establish and maintain effective working relationships with representatives of the utility company, other government agencies, and interested citizens.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
00520		L	C		N/A	00		-

This job specification is for **local** government use only. Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.



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Job Specification

CIVIL ENGINEER TRAINEE

DEFINITION:

Under direction, as a trainee and productive worker, performs basic engineering and related work in a civil hydrographic, hydraulic, materials, utilities, environmental, public works and/or public health engineering program; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

As trainee and productive worker:

Reviews and interprets plans and specifications.

Operates the transit and level.

Stakes final lines.

Locates and plots topographical features.

Performs engineering calculations.

Drafts construction plans, participates in preparing as-built plans, and participates in preparing cost estimates of materials for specific projects.

Checks and samples materials for laboratory tests; lays out and conducts detailed inspections of excavating, embankment, earthwork, concrete, sheet asphalt, curbs, pipes, guard rails, culverts, inlets, utility holes, wells, and top-soiling.

Collects, computes, and analyzes hydrologic, hydraulic, and other engineering data for water supply and/or flood control work.

Investigates dependable yield of surface and subsurface water supplies.

May participate in hydrologic analyses of drought, storm rainfall, and flood runoff, and develops basic flood control data.

Performs hydraulic computations to design channel improvements; performs the field and office engineering work involved in shore protection, navigation channel and marina construction, and management of riparian lands.

Conducts inspections and physical and chemical tests of all materials and products used in the construction and maintenance of highways and transportation facilities.

Performs the field and office work involved in measurement and ~~determination of quantities and costs of structures, facilities, or structures of utility services, rates, and safety.~~

In local service, may learn to inspect and oversee construction

of bridges, buildings, dams, highways, and other public works projects to ensure that procedures and materials comply with ~~the applicable codes and standards.~~

In local service, may learn to inspect finished installations to ensure conformity to plans and specifications.

In local service, may investigate complaints received regarding public works construction activities and recommend appropriate remedial action.

Prepares engineering and other reports.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering.

NOTE: A Bachelor of Science degree in Engineering Technology (BSET) in a field related to civil engineering from an accredited college having a curriculum approved by the Accreditation Board of Engineering Technology (ABET) meets the above education requirements.

NOTE: Possession of a valid Professional Engineer's License issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the Bachelor's degree in Engineering.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the principles of civil engineering.

Knowledge of methods used to review and interpret engineering plans and specifications.

Ability to apply basic civil engineering principles and techniques.

Ability to conduct field inspections and investigations.

Ability to perform engineering mathematical computations.

Ability to conduct field and laboratory tests.

Ability to prepare engineering reports.

Ability to read and interpret engineering plans and specifications.

Ability to inspect materials, workmanship, and construction and installation of various public works facilities when required in local service.

Ability to apply local ordinances, resolutions and codes relating to public works to specific cases when required in local service.

~~Ability to observe prescribed inspection practices.~~

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office,

or related units.

~~Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.~~

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ADVANCEMENT

Appointees who complete the 12-month training period successfully will be eligible for advancement under procedures to an Assistant Engineer level title.

The inability to an employee in this title to attain a level of performance warranting advancement to the Assistant Engineer level shall be considered as cause for separation.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
14090		C	N	40	95	00	P95	-
15843		S	N	35	95	N/A	P95	-

This job specification is for **state** and **local** government use. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

7/14/2012



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Job Specification 16690

ELECTRICAL ENGINEER TRAINEE

DEFINITION

Under the direction of a Principal Engineer, Electrical, or other Supervisory Officer in a state department, as trainee and productive worker, does basic field and office engineering and related work in an electrical, highway, mechanical, and/or utilities engineering program; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

As trainee and productive worker, and as assigned:

As directed, does basic field and office engineering and related electrical engineering work in an electrical, highway, mechanical, or utilities engineering program.

Under supervision, does the routine field and office work involved in the survey, design, planning, construction, and inspection of electrical distribution and lighting systems for State buildings.

Under supervision, assists in the design, installation, maintenance, repair and alteration of highway lighting, illuminated signs, traffic signs, movable bridges, and interior and exterior lighting.

Under supervision, makes studies of utility services, rates, safety, and other engineering studies.

Under supervision, assists in general electrical engineering, including the preparation of layouts, working plans and computations, air-conditioning and ventilating systems, refrigeration equipment, and sprinkler and fire protection systems for State buildings.

Makes inspection of electrical work in process.

Prepares factual reports.

Maintains essential records and files.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree in electrical engineering.

NOTE: Possession of a valid license as a Professional Engineer issued by the New Jersey State Board of Professional Engineers

and Land Surveyors may be substituted for the Bachelor's degree in Engineering.

NOTE: This is the entrance level professional electrical engineering class.

KNOWLEDGE AND ABILITIES:

Knowledge of the principles, procedures, techniques, and application of electrical engineering.

Knowledge of, and familiarity with, applied trigonometry and calculus.

Knowledge of the form content, and preparation of electrical construction plans, of the drafting and preparation of maps and charts in detail, and of inspection techniques.

Ability to profit by an in-service training program.

Ability to learn quickly from instruction, explanations, and demonstrations.

Ability to work alone or as one of a group in the office and in the field.

Ability to apply basic electrical engineering principles and techniques in plans, designs, charts, maps, specifications, and estimates to reduce the plot field notes.

Ability to prepare factual reports.

Ability to maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ADVANCEMENT

Appointees who complete the twelve month training period successfully will be eligible for advancement under Department of Personnel procedures to an Assistant Engineer level title.

The inability of an employee in this title to attain a level of performance warranting advancement to the Assistant Engineer level shall be considered as cause for separation.

CODES: 95/P95 - 16690

MCK

10/01/05



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Job Specification 16890

MECHANICAL ENGINEER TRAINEE

DEFINITION:

Under the direction of a Principal Engineer, Mechanical, or other Supervisory Officer in the Department of Transportation, as trainee and productive worker, does basic field and related work in a mechanical, civil, electrical, highway, mechanical, and/or utilities and/or materials engineering program; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

As trainee and productive worker, and as assigned:

As directed, does basic field and related work in mechanical engineering involving layouts, working plans and computations, plumbing and drainage, heating boiler installation, ventilation, air-conditioning, refrigeration, noise and vibration control, and sprinkler and fire protection work for State Buildings.

Under supervision, assists in the preparation and checking of plans and drawings to be used in construction; assists in preparing as-built reports; and assembles and reduces field notes.

Under supervision, gathers field data concerning the measurements of the exact location of the physical features of the site of proposed mechanical projects which may affect design and makes field inspections of the condition and functioning of mechanical installations.

Under supervision, does varied field and office engineering work involved in the measurement and determination of quantities and costs of structures and facilities or makes studies of utility services, rates and safety and other related engineering studies.

Under supervision, makes inspections and physical and chemical tests in the field and laboratory of all types of materials and products used in the construction and maintenance of highways and public transportation facilities.

Prepares factual reports.

Maintains records and files.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in mechanical engineering.

NOTE: Possession of a valid license as a Professional Engineer issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the Bachelor's degree in engineering class.

NOTE: This is the entrance level professional mechanical engineering class.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the principles, procedures, techniques, and application of mechanical engineering.

Knowledge of, and familiarity with, applied trigonometry and calculus.

Knowledge of the problems involved in mechanical engineering work, including the preparation of plans designs and calculation for heating, ventilation, plumbing, air-conditioning, and fire protection for all types of State buildings.

Knowledge of the preparation of specifications for mechanical engineering projects.

Ability to profit by an in-service training program.

Ability to learn quickly from instruction, explanations, and demonstrations.

Ability to work alone or as one of a group in the office and in the field.

Ability to apply basic mechanical engineering principles and techniques in plans, designs, charts, maps, specifications, and estimates to reduce the plot field notes.

Ability to prepare factual reports.

Ability to maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ADVANCEMENT

Appointees who successfully complete the 12-month training period will be eligible for advancement to the title: Assistant Engineer

The inability of an employee in this title to attain a level of performance warranting advancement to the titles listed above shall be considered as cause for separation.

CODES: 95/P95 - 16890 MER 06/21/08