

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7225700

Canal Maintenance Supervisor 2 (Operations), NS	7225220
Canal Maintenance Supervisor 2 (Maintenance), NS	7225230
Canal Maintenance Supervisor 2 (Maintenance Shop), NS	7225240
Canal Maintenance Supervisor 2 (Floating Plant), NS	7225250
Canal Section Assistant Superintendent, NS	7225600
Canal Section Superintendent, NS	7225700

Brief Description of Class Series

Incumbents in these positions serve in supervisory and/or managerial roles within a Canal section providing oversight and direction over assigned work units, as well as assigned subordinate staff, to ensure the safe, effective, and efficient operation of the Canal system.

These positions are only classified in the New York State Canal Corporation.

Distinguishing Characteristics

Canal Maintenance Supervisor 2 (Operations): directs the operation of locks, movable bridges, guard gates and electrical systems for an assigned section; coordinates with maintenance teams concerning the repair and maintenance of Canal Corporation operational assets and assists in those efforts where necessary and appropriate.

Canal Maintenance Supervisor 2 (Maintenance): serves as the highest-level maintenance supervisor in a canal section, responsible for planning and scheduling repair and construction projects; directs the work of crews engaged in the repair and maintenance of channels, canals, bridges, reservoirs, earthen embankments, gates, valves, locks, and feeder lines; and prepares estimates of labor and materials needed and records of amounts used.

Canal Maintenance Supervisor 2 (Maintenance Shop): plans and schedules the annual maintenance and repair program for their assigned area; orders the necessary supplies and tools to accomplish this work; supervises the overall administration of a canal maintenance shop maintaining production, performance, and inventory records, and planning and scheduling production.

Canal Maintenance Supervisor 2 (Floating Plant): supervises the operation and maintenance of tugs, dredges, derricks, push boats, and other floating plant vessels in an assigned area of the State's canal system.

Canal Section Assistant Superintendent: functions as second-in-command of the section and assists in developing and maintaining a competent workforce to achieve the section's maintenance and operational goals and objectives.

Canal Section Superintendent: managerial level; incumbents serve as the highest-level non-engineering management position for a canal section, with one position assigned to each section.

Illustrative Duties

Canal Maintenance Supervisor 2 (Operations)

During the navigation season, supervises staff assigned to the operation of canal locks, dams, bridges, and guard gates.

- Assigns personnel to ensure that all structures are staffed as needed and covered at all times by appropriately qualified staff.
- Periodically inspects each structure to ensure that it is operated and maintained properly.
- Reviews daily reports submitted by operators and follows up to find out the extent of problems or malfunctions.
- In the event of staff shortages, assigns operators to rove among structures on an assigned shift.
- Ensures staff are trained to operate and maintain structures and equipment.
- Ensures staff comply with safety requirements.

Oversees the maintenance of canal structures and electrical equipment in the section buildings and other equipment.

- During the periodic inspections, uses megometers to test electrical circuitry and components.
- Designs and fabricates parts and equipment.
- Inspects electrical feeder lines to canal structures and buildings and orders repair or replacement as needed.

- Designs repair plans to accommodate non-functioning equipment and systems.
- Supervises the installation of all new electrical equipment and electrical systems.
- Responds on a 24-hour basis to supervise or assist the Chief Lock Operator in emergency repairs.
- Based on personal observations, orders specific maintenance and repair work on the various canal structures.
- Inspects navigation aids to ensure they are in good working order and orders repairs as needed.
- Installs and removes temporary electrical service for pumps, heaters, and equipment needed for repair work.
- Plans and maintains inventory of electrical supplies and equipment to carry out maintenance and repair programs.

Approves and oversees the non-navigation season maintenance program for each canal structure in the section.

- Reviews the suggested program for each structure submitted by the Chief Lock Operator and ensures that the most needed work has been scheduled.
- Reviews and approves requests for time off submitted with the recommended programs.
- Ensures that sufficient work hours have been devoted to the various projects.
- Periodically visits each structure and inspects completed work.
- Reviews the bi-weekly progress reports submitted by each Chief Lock Operator and follows up as necessary.

Participates in all major non-navigation season repairs.

- Coordinates electrical and mechanical crews in the preventive maintenance of structures, equipment, and buildings.
- Provides temporary wiring for pumps to pump locks and for other projects. Works with shore-based maintenance program on structure repairs.
- Operates the pumps used for pumping the locks.

Enters data into appropriate electronic systems for centralized work order tracking and work management coordination.

Supervises subordinate staff.

Canal Maintenance Supervisor 2 (Maintenance)

Plans and schedules repair, construction, and maintenance work in the field.

- Determines maintenance, construction, and repair needs, project costs, and feasibility of projects.
- Assists in establishing annual and seasonal project priorities.
- Schedules projects based on workload considerations, season, availability of resources, and canal usage.
- Determines equipment, supplies, and staff needed to accomplish work and orders supplies and materials.
- Establishes work schedules and assigns crews and individuals to projects.
- Readjusts schedules in response to changed priorities, complaints, emergencies, and lack of resources.
- Reviews reports of subordinate supervisors to determine compliance with schedules, notes problems, and determines cause of time overruns.

Enters data into appropriate electronic systems for centralized work order tracking and work management coordination.

Supervises subordinate staff.

Investigates accidents, determines causes, and estimates repair costs.

Oversees the storage, inventory, and use of tools, supplies and equipment.

Prepares reports, budgets, and other paperwork related to management of the maintenance and repair operations.

Remains available by telephone off shift to receive emergency phone calls.

Canal Maintenance Supervisor 2 (Maintenance Shop)

Directs the overall administration of a canal maintenance and repair shop.

- Calculates production statistics.
- Prepares periodic reports on work accomplishments.
- Documents inventory records of parts and materials.

Plans, schedules, and assigns maintenance and repair work in a canal maintenance and repair shop.

- Confers with Canal Section Superintendent to determine the annual maintenance program.
- Estimates and prepares annual steel order.
- Estimates and prepares orders for welding rod, oxygen, acetylene, propane, machine shop tools, CNC tools and equipment, and related materials.
- Confers with Canal Section Superintendent to schedule repairs on a biweekly basis.
- Directs the assignment of repair and maintenance tasks to subordinate staff in the repair and maintenance shop.
- Issues oral instructions and written designs and diagrams.
- Provide support to other canal sections that do not have adequate maintenance shop capacity or capabilities.
- Coordinates with other canal sections to schedule delivery and receipt of equipment requiring repair.
- Ensures annual winter maintenance projects are supported and arranges external support as needed.
- Ensures staff comply with safety requirements.
- Provides training to subordinate staff in performance of their job duties.
- Ensures shop complies with environmental requirements.

Plans and supervises special repair in the event of equipment breakdowns.

- Inspects incoming machines and components to determine the extent and nature of repairs.

- May visit the site of the breakdown to determine the need for, and extent, of repairs.
- Designs and supervises the manufacture of parts which cannot be purchased; designs special jigs and fixtures to accomplish such manufacture.
- Maintains a file of blueprints, special designs, and sketches for equipment and manufactured parts.

Enters data into appropriate electronic systems for centralized work order tracking and work management coordination.

Supervises subordinate staff.

Canal Maintenance Supervisor 2 (Floating Plant)

Oversees the completion of an annual schedule for canal dredging and other preventative maintenance activities.

Assigns and reassigns vessels and crew to various portion of canals maintenance work.

Assigns service vessels such as tenders, scows, barges, and push boats to the dredges as required.

Travels with the floating plant crew to oversee daily maintenance operations.

Reviews and approves expenditures for the floating plant vessel captains and crews.

Reviews and approves requests for operating supplies and reports use of the use of expendable materials such as gas, oil, other fuel, cables, etc. to maintain control of inventory.

Enters data into appropriate electronic systems for centralized work order tracking and work management coordination.

Supervises subordinate staff.

Oversees the maintenance and repair of vessels during non-navigation season, including the overhauling of vessel systems and components such as engines, motors, machinery, hydraulics, and hulls.

Determines the need and extent of repairs a vessel requires, and when a vessel should be removed from operations.

Oversees the maintenance of active upland disposal sites.

May supervise dry dock operations.

Remains available by telephone off shift to receive emergency phone calls.

Coordinate with Corporation fleet and marine infrastructure staff to identify replacement and rehabilitation needs and schedules for vessels.

Canal Section Assistant Superintendent

Develops and manages a master project schedule for the section.

- Collects and analyzes data for all construction and maintenance projects for the section.
- Collaborates with subordinate supervisors to oversee work planning within the section.
- Determines staffing needs and supplies for project completion.
- Develops preliminary timetables for projects.
- Collaborates with the section's Canal Section Superintendents to monitor progress on projects and meet deadlines.
- Prepares summary reports.
- Identifies potential delays and develops solutions for avoidance.
- Helps ensure that projects remain within scope and budget.
- Coordinates schedules and resources for projects that involve more than one work group.

Prepares or directs the preparation of sketches, plans, estimates of material and labor needs and costs, and work schedules.

Maintains written records of work performed and completed and account for labor and materials used.

Identifies budget requirements, including staffing, repair, maintenance, material, and equipment needs; makes recommendations to assist with preparation of annual operating budgets.

Inspects work performed by outside contractors to ascertain conformance with project specifications.

Ensures that Section staff are adequately trained in order to operate equipment and perform necessary tasks.

Acts as Canal Section Superintendent in their absence.

Enters data into appropriate electronic systems for centralized work order tracking and work management coordination.

Supervises subordinate staff.

Canal Section Superintendent

Supervises the operations and maintenance program for all canal structures, equipment, and channels within an assigned section.

- Plans, designs, and schedules rehabilitation projects, including determining the materials, supplies, equipment, and staff needed to complete projects.
- Reviews and approves seasonal maintenance schedules and programs.
- Determines priorities for maintenance and rehabilitation projects.
- Prepares annual work programs, including determination of resources needed.
- Assures that staff are assigned to operate structures on a 24-hour basis.
- Inspects canal structures and channels periodically to determine condition, ensure they are properly maintained, and plan work projects and programs.
- Reviews work reports and program records, noting any problems.
- Coordinates work projects and programs for the units and reassigns staff and equipment as needed.
- Evaluates unit work performance.
- Ensures staff comply with safety requirements.
- Provides training to subordinate staff in performance of their job duties.
- Remains available by telephone off shift to receive emergency phone calls.
- Responsible for day-to-day oversight of section staff, facilities, and operations.

Enters data into appropriate electronic systems for centralized work order tracking and work management coordination.

Supervises subordinate staff.

Performs and supervises administrative and management activities in support of the program.

- Supervises office clerical staff.
- Implements and maintains a public relations program.
- Examines and approves payrolls, purchase orders, and vouchers.
- Assists in preparing the annual budget for the section or regional canal programs.
- Investigates accidents, complaints, permit requests, and violations of canal regulations.
- Prepares and reviews reports about program activities.
- Coordinates with Employee Relations as needed.

Supports other Corporation or New York Power Authority programs and initiatives.

- Develops and maintains professional working relationships with Corporation and Authority personnel including Union representatives.
- Supports special projects and initiatives as required.
- Ensures section complies with Corporation and Authority policies, procedures, and governance requirements.

Minimum Qualifications

Canal Maintenance Supervisor 2 (Operations)

Promotion: One year of service as a Chief Lock Operator, Electrician, or Trades Specialist (Electrician).

Open-Competitive: Five years of experience as an electrician involved in the operation, maintenance, and repair of electrical and mechanical equipment used to operate movable structures for transportation and/or water level control systems related to transportation. One year of this experience must have been in a supervisory position.

Canal Maintenance Supervisor 2 (Maintenance)

Promotion: one year of service as a Canal Maintenance Supervisor 1, Carpenter, Trades Specialist (Carpenter), Chief Lock Operator, Construction Equipment Operator (Heavy), Crane and Shovel Operator, Electrician, Trades Generalist, General Mechanic, Trades Specialist (Electrician), Machinist, Trades Specialist (Machinist), Trades Specialist (CNC Machinist), Maintenance Assistant, Maintenance Assistant (Mechanic), Service & Repair Assistant (Motor Equipment), Mason and Plasterer, Trades Specialist (Mason and Plasterer), Motor Equipment Mechanic, Service & Repair Mechanic (Motor Equipment), Motorized Scow Operator, Plumber and Steamfitter, Trades Specialist (Plumber and Steamfitter), Steel Fabricator, Welder, or Trades Specialist (Welder).

Open-Competitive: Five years of experience in engineering, constructing or maintaining canal structures such as dams, bridges, canal locks and canal walls, one year of which must have been in a supervisory position.

Canal Maintenance Supervisor 2 (Maintenance Shop)

Promotion: One year of service as a Machinist, Trades Specialist (Machinist), Trades Specialist CNC Machinist, Carpenter, Trades Specialist Carpenter, Trades Generalist, General Mechanic, Motor Equipment Mechanic, Service and Repair Mechanic (Motor Equipment), Steel Fabricator, Welder, or Trades Specialist (Welder)

Open-Competitive: Five years of experience as a machinist, either performing layout work for machine shop and metal fabrication, or supervising the layout and construction of metal fabrications such as valves, gears, shafts, and bushings involving machine shop practices, including at least one year as a supervisor performing the full range of supervisory duties over at least three workers involved in trades such as welding, metal fabrication, or machinery.

Canal Maintenance Supervisor 2 (Floating Plant)

Promotion: One year of service as a Derrick Boat Captain, Dredge Captain, or Tug Captain, or two years of permanent non-competitive service as a Dredge Operator, or Marine Engineer.

Open-Competitive: Five years of experience in marine trades and at least two years of experience in a supervisory position equivalent to mates, ship engineers, deck officers or higher.

Canal Section Assistant Superintendent

Promotion: One year of service as an Assistant Canal Equipment Specialist, Canal Maintenance Supervisor 2 (all parentheses), Canal Electrical Supervisor, Canal Maintenance Supervisor 2, Canal Maintenance Shop Supervisor 2, or Floating Plant Supervisor.

Canal Section Superintendent

Promotion: One year of service as a Canal Section Assistant Superintendent or Canal Equipment Specialist or two years of permanent service as an Assistant Canal Equipment Specialist, Canal Maintenance Supervisor 2 (all parentheses), Canal Electrical Supervisor, Canal Maintenance Supervisor 2, Canal Maintenance Shop Supervisor 2 or Floating Plant Supervisor.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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