

CITY OF WATERTOWN
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES
Tuesday, February 5, 2026

Chairperson Dittrich called the meeting of the Watertown Civil Service Commission to order at 12:31 PM.

ROLL CALL OF COMMISSION: Linda Dittrich, Chairperson
 Edwin Thompson, Commissioner
 Angela Robbins, Executive Secretary

By motion of Commissioner Thompson and seconded by Chairperson Dittrich, the minutes from the regular meeting held January 13, 2026 were approved as written.

OLD BUSINESS

NEW BUSINESS

1. By motion of Commissioner Thompson and seconded by Chairperson Dittrich, the revisions to the job specification Fire Captain/EMT were approved as written.
2. By motion of Commissioner Thompson and seconded by Chairperson Dittrich, the title change to the job specification Motor Equipment Operator Light was approved.
3. By motion of Commissioner Thompson and seconded by Chairperson Dittrich, the job specification for Parks & Recreation Program Manager was approved as written.
4. By motion of Commissioner Thompson and seconded by Chairperson Dittrich, the job specification for Building Maintenance Mechanic II was approved pending edits.
5. By motion of Commissioner Thompson and seconded by Chairperson Dittrich, the eligible list for Water Distribution System Operator was approved for a period of up to four years set to expire 02/05/2030.
6. By motion of Commissioner Thompson and seconded by Chairperson Dittrich, the eligible list for Water Distribution System Supervisor was approved for a period of up to four years set to expire 02/05/2030.
7. The 2025 Annual Report was approved for submission to the NYS Civil Service Commission.

CORRESPONDENCE All correspondence was approved as written.

OTHER BUSINESS

1. Personnel transactions were approved as written.

EXECUTIVE SESSION

There being no further business to be brought before the Commission the meeting was adjourned at 1:42 PM with the next meeting scheduled March 17, 2026 at 12:30 PM.

Angela M Robbins

Executive Secretary