

**RESOLUTION CREATING MAINTENANCE SUPERVISOR POSITION
IN THE CIVIL SERVICE POSITION LISTING**

RESOLUTION 25-xx

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IN THE CIVIL SERVICE POSITION LISTING**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town of Lansing established compliance under the New York State Civil Service Agency to qualify employment positions in the Town of Lansing in accordance with Section 22 of Civil Service Laws, Rules and Regulations; and

WHEREAS, by regulation of Civil Service Law the Town must create a position and approve the job description before making an appointment; and

WHEREAS, the Town has determined the need to create a Maintenance Supervisor position in line with Tompkins County; now, therefore, be it

RESOLVED, the Town Board of the Town of Lansing does hereby establish the following position in accordance with the applicable New York State and Tompkins County Civil Service rules:

1. The following position is established and is a position in the competitive class pursuant to Section 44 of the Civil Service Law:

(a) (one) – Maintenance Supervisor

And be it further

RESOLVED, the Town Board does hereby approve the job description for the said position as created and monitored by Tompkins County Civil Service; and be it further

RESOLVED, the Bookkeeper to the Supervisor shall include said position in the Town of Lansing's Civil Service Position Listing and include the position in Class E on the Field Staff Classification Listing; and be it further

RESOLVED, the Director of Public Works is authorized to recruit and fill the position.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____, duly seconded by Councilperson _____, and put to a roll call vote with the following results:

Councilperson Judy Drake –

Councilperson Christine Montague –

Supervisor Ruth Groff –

Councilperson Laurie Hemmings –

Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on October 15, 2025.