



CITY OF BEACON New York

WATER DEPARTMENT

845-831-3136

To: Anthony Ruggiero

From: Edward Balicki

Re: Department Promotion

Date: May 31, 2019

Anthony,

I would to recommend Andrew Stevens for a promotion to HMEO in the Water and Sewer Department. This would be one step higher than his current position as Water and Sewer Maintenance Mechanic.

Andrew has been employed with the City since January 2015. During his time with the City he has distinguished himself as a very dependable, conscientious and responsible employee. Andrew possesses a Commercial Driving License (CDL) and can operate the sewer cleaning vacuum truck, sewer main water jet, operates heavy equipment during snow storms and Water Department repairs and construction. Andrew has shown initiative in carrying the on call cell phone and response to emergency situations. Andrew can operate the backhoe and has experience with an excavator. During his time with the City Andrew has obtained his Grade D Water Treatment Certification.

Andrew and Sean Burke were the only two to apply for the vacant position left by Richard Kolakoski's promotion to Working Supervisor. In the 2019 we allocated funds for two HMEOs. Prior to my supervision of the department there were two HMEOs but when James Babcock was transferred to Highway the vacant title was not filled. I have confirmed with Dutchess County Civil Service that there are 5 vacant HMEO positions in the City available to be filled. Thank you for your consideration.

Respectfully,

Edward Balicki