VILLAGE OF NAPLES VACANCY

PUBLIC WORKS MAINTENANCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The Public Works Maintenance Assistant performs public works activities. This position involves responsibility for the efficient performance of any work within the jurisdiction of a public works unit. Supervision is received from the public works superintendent or supervisor and may occasionally be exercised over seasonal and part-time workers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs and maintains fire hydrants, gate valves, and water mains;
Tests, repairs, read, and replace water meters;
Participates in the construction, extension, repair and maintenance of streets and sidewalks;
Participates in the maintenance and extension of storm and sanitary sewers and water distribution lines;
Participates in the collection and disposal of garbage and trash;
Supervises and participates in the maintenance and care of parks and playgrounds;
May operate and maintain a water treatment plant or a wastewater treatment plant;
May operate a variety of motor and public works equipment;
Operates a snowplow or related snow removal equipment;
Performs minor mechanic repairs on automotive equipment;
Performs a variety of simple manual tasks such as, but not limited to, cleaning culverts, shoveling snow, painting, and road maintenance work including installing signs, flagging, and other forms of traffic control;
Performs various related duties in connection with water maintenance, highway, sewer, buildings, grounds and parks activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and equipment used in the construction and maintenance of streets, storm sewers, water distribution lines and related public works activities; ability to get along well with others; ability to read plans and blueprints; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

1. Graduation from high school or possession of a high school equivalency diploma and one year experience in public works activities [2]; or

2. *Two years of experience in public works activities.

*NOTE: The "2" option may only be used in agencies where the incumbent is not required to have a high school diploma by the New York State Sanitary Code; OR in agencies that do not require the incumbent to possess any certificate issued by the New York State Sanitary Code.

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SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. Possession of proper certificate issued under the provisions of the New York State Sanitary Code **.

2. Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

**NOTE: Applicants may be hired on a trainee basis pending the required certification under the provisions of the New York State Sanitary Code.

SPECIAL REQUIREMENT WITHIN ONE YEAR OF APPOINTMENT: **Grade D Distribution** certificate issued under the provisions of the New York State Sanitary Code required for:

CITY OF GENEVA
TOWN OF GENEVA
TOWN OF MANCHESTER
TOWN OF SENECA

VILLAGE OF CLIFTON SPRINGS: **Grade C Water** Treatment Plant Operator licensure issued under the provisions of the New York State Sanitary Code.

VILLAGE OF RUSHVILLE: **Grade II-A Water** Treatment Plant Operator licensure AND **Grade D Distribution** certificate issued under the provisions of the New York State Sanitary Code.

VILLAGE OF SHORTSVILLE: **Grade II-B Water** Treatment Plant Operator licensure issued under the provisions of the New York State Sanitary Code.

CITY OF CANANDAIGUA: Does not require any certificate issued by the New York State Sanitary Code.

All criteria made in accordance with the New York State Department of Health Sanitary Code.

REVISED: MARCH 20, 2006, 6/6/17, 12/15/17
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

[2] Internet search for the definition of 'public works activities'

Meriam Webster: "works (such as schools, highways, docks) constructed for public use or enjoyment especially when financed and owned by the government"

Wikipedia: "Public works (or internal improvements historically in the United States) are a broad category of infrastructure projects, financed and constructed by the government, for recreational, employment, and health and safety uses in the greater community."