

Town of Manchester – Vacancy
Salary commensurate with experience

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 a 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, reads and replaces 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; 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 by the New York State Sanitary Code to have a high school diploma; OR in agencies that do not require the incumbent to possess any certificate issued by the New York State Sanitary Code.

Continued on page 2

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Page 2

SPECIAL REQUIREMENTS FOR APPOINTMENT;

1. Possession of proper certificate issued un the provisions of the New York State Sanitary Code*.
2. Possession of a valid New York State Operator’s license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

*SPECIAL NOTE: Applicants may be hired on a trainee basis pending the required certification 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.

CITY OF GENEVA, TOWN OF GENEVA AND TOWN OF MANCHESTER: Grade D Distribution certificate issued under the provisions of the New York State Sanitary Code within one year of appointment.

VILLAGE OF RUSHVILLE: Grade II-A Water Treatment Plant Operator licensure as well as a 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.

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

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

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JUNE 6, 2017

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

