

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 KNOWLEDGE, 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 (1) year full-time paid, or its part-time equivalent, experience in public works activities; OR
2. Two (2) years of full-time paid, or its part-time equivalent, experience as defined in (1) above.

NOTE: Option #2 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.

SPECIAL REQUIREMENTS AT TIME OF 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 possession of the required certification under the provisions of the New York State Sanitary Code.

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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 issued under the provisions of the New York State Sanitary Code AND **Grade 1 Wastewater** Treatment Plant Operator Certification in accordance with NYS Department of Environmental Conservation regulations.

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; 6/29/22  
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

<sup>2</sup> 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."