



POSITION OPENING

Internal Posting of Position Availability Motor Equipment Operator(MEO)

Position(s): Motor Equipment Operator- (1 vacancy) at Highway
Hours: 40 hours per week; 7:00 am- 3:30 pm
Wages: Based on Classification and Grade(2023 Wages) per DPW Laborers contract

Job Description: Attached--- Qualifications AND

- SPECIAL REQUIREMENT FOR APPOINTMENT(Must provide copies): Possession of an appropriate valid New York State Operator's license and CDL(Class B) license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

To Apply: Ontario County Application and email interest letter(see below):

Submit Ontario County Application:

<https://ontario-portal.mycivilservice.com/>

Click "City of Geneva-MEO(Internal)-

Note: DPW Employees ONLY—must be full-time City of Geneva DPW employee to apply for internal position(s).

**Please email interest letter to Human Resources: jslywka@geneva.ny.us

Deadline: Friday, September 8, 2023

Opening posted from Monday, August 28th to Friday, September 8, 2023—Online post closes at 11:59pm

MOTOR EQUIPMENT OPERATOR

MINIMUM QUALIFICATIONS: One (1) year of full-time paid, or its part-time equivalent, experience in the operation of motor equipment.

SUBSTITUTION - EXPERIENCE: Possession of vocational or technical certification, or higher, in Conservation, Heavy Equipment Operation or Diesel Technology/Power Mechanics may substitute for the one (1) year of paid experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: 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.

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. Work is usually performed under close supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a truck in connection with the hauling of material for road construction and repair;
Operates a truck to transport workmen, tools, and other equipment;
Operates a snowplow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment, operates bulldozer, grader, power shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
Performs a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting, and road maintenance work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of trucks, tractors and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; industry and dependability; physical condition commensurate with the demands of the position.

APPROVED: DECEMBER 29, 1997

REVISED: 7/23/14; 11/8/21; 7/10/23

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Ontario County job specification for Motor Equipment Operator adopted by City of Geneva on 7/7/00)