



## POSITION OPENING

Internal Posting ONLY: Street Maintainer—Highway Department

Position(s): Street Maintainer- Civil Services Classification: Non-Competitive

Hours: 40 hours per week; 7:00 am- 3:30 pm

Wages: Based on Classification and Grade(2024 Wages): W-11 or hired 11/2/2017 or after Grade 2-- 2023 wages, pending contract negotiations

Job Description: Attached

To Apply:

Submit Ontario County Application; Current Vacancies:

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

Click “City of Geneva-Street Maintainer- Internal Candidates ONLY”

**\*Note:** Please attach to application AND email to [jslywka@geneva.ny.us](mailto:jslywka@geneva.ny.us) OR drop off to Human Resource Office

- Letter of Interest
- Copy of Valid NYS License and Class B (CDL)

Opening posted from Wednesday, 10/16 to Wednesday, 10/30/2024—Online post closes at 11:59pm

## STREET MAINTAINER

MINIMUM QUALIFICATIONS: One year experience in the maintenance and repair of drainage facilities, storm sewers, sanitary sewers, highways and their appurtenance facilities.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of valid Class B New York State Commercial Driver's License with no restrictions at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the scheduling, preparation and direction of effort for the construction, maintenance and repair of all municipal streets, storm sewers, and sanitary sewers. Work is performed under the general supervision of a higher-level Public Works Supervisor with latitude for the use of independent judgment involving the planning, preparation and carrying out the details of the tasks. Supervision is exercised over personnel as assigned. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs and repairs storm and sanitary sewer lines;  
 Inspects, cleans and removes obstructions from sanitary and storm sewers;  
 Assists in the inspection, scheduling and participates in the repair and construction of catch basins, manholes, curbs, sidewalks, drainage facilities, storm sewers, sanitary sewers, highways, and appurtenances;  
 Supervises the conduct of work of personnel involved in the performance of assigned tasks;  
 Investigates complaints regarding obstructed sanitary and storm sewers and initiate corrective action as required;  
 Assists in the maintenance of employee time records and preparation of reports;  
 Assists in the inspection and supervision of proper maintenance and care of tools, materials, equipment and vehicles and enforces proper use of same;  
 Assists in the enforcement of proper safety practices involved in the performance of assigned tasks;  
 Plans in advance for the availability of required tools, equipment and materials as may be required for assigned tasks;  
 Maintains simple inventories and informs superiors of needed tools, supplies and equipment;  
 Participates in the observance of accepted work rules and policies.  
 May, on occasion, perform 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 practices, tools and equipment used in the construction, maintenance and repair of drainage systems, storm sewers, sanitary sewers and highways; ability to plan and supervise work of others; ability to maintain courteous relations with the general public; ability to understand and carry out oral and written instructions; willingness to work in adverse weather condition; willingness to participate in and perform manual labor tasks; dependability; physical condition commensurate with the demands of the position.

REVISED: MAY 12, 2006; 10/10/24  
 CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE  
 JURISDICTION: CITY OF GENEVA  
 ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES