



## POSITION OPENING

Position(s): Laborer- (1 vacancy) at Department of Public Works; Promotion to Building Maintenance Worker (BMW) within 12 months from start date per completion of mandatory training.

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

Wages(2026): \$27.74/hour—Laborer; within 12 mo.--\$29.42/hour—BMW

Job Description: Attached--- Qualifications AND Details on this new position

Please note:

- City residents preferred;
- Candidates with CDL (Class B) encouraged to apply;
- Must have valid NYS Driver's License- (Class D) to be eligible for CDL learner's permit. This is required to be eligible to attend the mandatory Commercial Driving License (CDL-Class B) Training Program

**\*\*Please see attached information for more details\*\***

To Apply:

Submit Ontario County Application:

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

Click "City of Geneva-LABORER"

**Opening posted from Tuesday, 1/6/26 to Tuesday, 1/20/26—Online post closes at 11:59pm**

## DETAILS REGARDING THIS NEW LABORER TO BUILDING MAINTENANCE WORKER POSITION

The City of Geneva is hiring for Laborers that will participate in a CDL Class B pipeline to Building Maintenance Worker (BMW).

New employees will be hired as full-time Laborers and will be paid to attend training to successfully complete their Certified Driver's License (CDL-Class B) so they can become a Building Maintenance Worker within one-year of hire. Below are frequently asked questions about this new opportunity.

### FREQUENTLY ASKED QUESTIONS

**Who will pay for the CDL Course?** The City of Geneva will pay for the course. The new hire will be required to sign an employment contract regarding the training and employment expectations at the time of hire. Employees that successfully receive their CDL-Class B license as part of the training program must work for the City of Geneva for a minimum of forty-eight (48) months from date of graduation from the CDL Class B Driving Course or they will be responsible for repayment of the course costs. If an employee resigns, or the city removes the employee for failure to comply with rules and regulations of CDL Class B Driving Course, then the employee will be responsible for direct costs related to the CDL Class B Driving Course.

**Does the new hire have any out-of-pocket expenses for the CDL Course?** Yes, the employee will be responsible for payment(s) made directly to the NYS DMV for the learner's permit and road test.

**Do candidates have to have a valid NYS Driver's License Class D?** Yes, all candidates for this position are required to have a valid NYS Driver's license (Class D) to be eligible for the learner's permit. The CDL learner's permit is required to be eligible to attend the CDL Training Course at the time of employment.

**What is the process if a candidate already has CDL-Class B license?** If hired, new employees will be hired as a Laborer and remain in that title for at least six (6) months before moving up to the Building Maintenance Worker position.

**Is there an increase in pay when moved up to Building Maintenance Worker?** Yes, there would be an increase. The hourly rate as BMW is noted on front page under wages.

**Will employees be paid while attending the training program?** Yes, employees will be paid their hourly rate while satisfactorily attending the required training. At the time of hire the employee will be required to sign an employment contract regarding the training and employment expectations.

## LABORER

### MINIMUM QUALIFICATIONS: None

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring physical endurance and a willingness to perform arduous tasks. Work and assignments are always closely supervised by higher level employee. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates air compressor, jackhammer, concrete mixer, and pumps;  
Assists in patching and grading streets and building manholes, rakes, tamps, and shovels cold patch;  
Loads and unloads trucks;  
Excavates and backfills for new construction and repairs;  
Cleans and flushes streets, culverts, and catch basins;  
Clears blocked-up sewers;  
Shovels and removes snow from streets, sidewalks, and park and recreational areas;  
Assists in the repair of sewers, catch basins, hydrants, mains, and services;  
Collects and disposes of rubbish;  
Performs unskilled work in connection with the painting and maintenance of signs and bridges;  
Digs and refills trenches for water and sewer pipelines;  
Lays sewer pipe;  
Assists in repairing sweepers and making brooms;  
Works on refuse collection route, lifting cans from curb to truck, or emptying cans in truck;  
Works at recycling drop-off site, directs the proper dumping of acceptable recyclables, assists residents in the use of the facility, checks capacity of bins, and performs grounds' maintenance tasks;  
Cuts grass, trims shrubs, rakes leaves, spades flower beds and assists in ground maintenance activities;  
Oils and cinders streets;  
Directs trucks on dump grounds;  
Oversees and participates in ash dumping, dump cleaning and leveling;  
Performs general building and grounds cleaning tasks;  
May operate motor equipment that do not require a New York State Operator's License.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Willingness to perform routine manual work; ability to lift heavy weights; willingness to work under all weather conditions; physical endurance; sobriety; physical condition commensurate with the demands of the position.

APPROVED: SEPTEMBER 19, 1991

REVISED: 6/3/15; 1/12/23

CIVIL SERVICE CLASSIFICATION: LABOR