



# Town of Geneva

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## Town Supervisor

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## Deputy Supervisor

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## Council Member

Mitchell Wilber  
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mitch.wilber@townofgenevany.gov

## Council Member

Kim Aliperti  
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## Council Member

Gordy Baxter  
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## Town Clerk

Lorie Peck  
315-789-3922  
townclerk@townofgenevany.gov

## Town Highway Superintendent

Bernie Peck  
315-789-8870  
highwaysuper@townofgenevany.gov

## Town Water & Sewer Superintendent

Howard Bailey  
315-789-6727  
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## Town Assessor

Vincent Fischer  
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## Town Code Enforcement Officer

Kyle Bunce  
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ceo@townofgenevany.gov

## POSITION OPENING

### Public Works Maintenance Assistant

#### Position (s):

Public Works Maintenance Assistant- Civil Services Classification: Non-Competitive

**Hours:** 40 hours per week; 6:00 am – 4:30 pm

**Wages:** Based on experience and Water Licenses at appointment  
\$32.62 - \$37.40 / hour

**Job Description:** Attached

#### To Apply:

Submit Ontario County Application; Current Vacancies:

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

Click "Town of Geneva **Public Works Maintenance Assistant**"

**\*Note:** Please attach to application

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

Opening posted from Wednesday, 3/25/2026 to Monday, 4/13/2026- Online post

**Public Works Maintenance Assistant**

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid experience, or its part-time equivalent, in the performance of skilled or semi-skilled water, wastewater, highway or building maintenance and repair

REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of Grade D Operator Certificate\*\* issued under the provisions of the New York State Sanitary Code and maintenance of such certification throughout the tenure of employment in the position.
2. Possession of a Class B CDL New York State Driver's license 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.

SPECIAL NOTE – TRAINING: Completion of training for a Grade II B Operator Certificate, as issued under the provisions of the New York State Sanitary Code, is required for continued employment in the position. This must be obtained within the first year of employment.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of semi-skilled maintenance and repair work in the operation of the municipal water and wastewater system. The work is performed under general supervision with considerable individual responsibility allowed in the performance of the less skilled projects. Supervision may be exercised over the work of laborers, seasonal and part-time employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs, maintains and repairs water lines, water mains, gates, hydrants, wastewater lines and lift stations;  
Maintains and makes repairs to the wastewater treatment plant;  
May operate appropriate equipment to clean and remove debris from lines;  
Participates in the removal, installation, testing and reading of water and wastewater meters;  
Assists in maintaining records of consumer water and wastewater use;  
Investigates complaints regarding the operation of water and wastewater facilities;  
Reports general condition and damages to the water and wastewater systems to supervisor;  
May operate a truck in connection with this work;  
May operate chemical grout equipment to make repairs;  
May perform buildings and grounds task in and around the wastewater treatment plant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and equipment used in the installation and maintenance of water and wastewater distribution systems and equipment; working knowledge of the methods involved in removing, repairing and installing water and wastewater meters; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to withstand heavy labor for extended periods; dependability; physical condition commensurate with the demands of the position.

PUBLIC WORKS MAINTENANCE ASSISTANT

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.

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 BLOOMFIELD: **Grade II-B Water** Treatment Plant Operator licensure issued under the provisions of the New York State Sanitary Code AND **Grade 3 Wastewater** Treatment Plant Operator Certification in accordance with New York State Department of Environmental Conservation regulations.

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.

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.

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PUBLIC WORKS MAINTENANCE ASSISTANT

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.

REVISED: MARCH 20, 2006, 6/6/17, 12/15/17; 6/29/22; 11/29/23

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."