



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE:	August 18, 2026
POSITION:	Laborer
HOURS:	8 hours daily
SALARY:	Minimum starting salary \$18.05 per hour
CLASSIFICATION REQUIREMENTS:	▪ High School Diploma or GED, preferred ▪ Must meet Civil Service requirements
GENERAL JOB DESCRIPTION:	▪ Strong work ethic and the ability to work well with co-workers; ▪ Cheerful can-do attitude and the ability to perform well without direct supervision; ▪ Willingness to perform routine cleaning and other manual tasks; ▪ Ability to lift heavy weights; ▪ Willingness to work under all weather conditions; ▪ Physical condition commensurate with the demands of the position; ▪ Experience operating equipment including, but not limited to, snowplows, forklifts, large area mowers, string trimmers, and tractors; ▪ Basic mechanical skills with the willingness to expand those skills with on-the-job training; ▪ Able to be on call for snow removal during winter months; ▪ Able to work occasional overtime; potentially including evenings and weekends; ▪ Perform other duties as assigned by Custodian and/or Director of Facilities.
APPLICATION PROCEDURE:	Complete a Phelps Clifton Springs CSD application via the Job Board and Apply online on the Ontario County Civil Service Employment Portal: https://ontario-portal.mycivilservice.com/jobopps
APPLICATION DEADLINE:	September 2, 2026, or until filled

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jeffrey Hamelinck, compliance officer/coordinator, at jhamelinck@midlakes.org. Mr. Hamelinck can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

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