

NOTICE OF VACANCY – MOTOR EQUIPMENT OPERATOR
VILLAGE OF PENN YAN

The Village of Penn Yan is seeking candidates for the full time position of MEO (L), under the supervision of the Street Supervisor.

Key responsibilities include operating equipment to haul material and transport personnel. Operate equipment to mow grass and plow snow. On assignment operate more specialized equipment used in road construction and perform a variety of routine manual labor tasks associated with the duties of the Village's Street Department.

Position requires a high school degree or possession of a high school equivalency diploma and one (1) full year of full-time or equivalent part time paid experience in the operation of light road maintenance equipment. Applicants must also be eligible for a NYS CDL license, Class B and obtain same within six (6) months of appointment as a condition of continued employment or possess a valid NYS CDL license, Class B or higher at the time of appointment.

Starting pay is \$20.00/hr with a highly competitive benefits package and will be part of our CSEA bargaining unit. This is a full time, 40 hour per week position.

Please submit your application along with work history, qualifications, training history and education, references and any other pertinent information to the Yates County Civil Service Office located at 417 Liberty Street in Penn Yan, New York by Friday, March 31st 2016. The Village of Penn Yan is an equal opportunity employer and a drug free workplace.

MOTOR EQUIPMENT OPERATOR (LIGHT)

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the safe and efficient operation of various types of light motor equipment and the performance of manual duties related to the operation of the equipment. The work also involves the performance of a variety of unskilled labor tasks. This class is distinguished from that of Heavy Equipment Operator in that the work primarily involves the operation of motor equipment that is not classified as heavy equipment. This class may however, operate heavy equipment on a relief or trainee basis. The work is performed under general supervision with some leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of Laborers or others on specific tasks. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a truck in connection with the hauling of material for road construction and repair, removal of snow, refuse and garbage;
Operates a truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass or brush from roadsides and public places;
Operates a snow plow or related snow removal equipment;
On specific assignment may operate a bulldozer, grader, back hoe, and other heavy automotive or other related equipment as necessary;
Services and maintains assigned vehicle(s) in clean, good working condition;
Loads and unloads trucks;
Performs a variety of routine manual labor tasks, such as cleaning culverts, flushing sewers, shoveling snow, painting, road maintenance work, and other related work as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of trucks; small tractors; light automotive equipment; and other types of assigned construction and snow removal equipment and related attachments;
Good knowledge of traffic and other regulations governing the operation and use of various types of motor equipment;
Good knowledge of the hazards and safety standards and precautions involved in said operation and maintenance of equipment;
Ability to operate a variety of mechanical equipment, and perform routine equipment maintenance;
Ability to understand and follow oral and written instructions;
Ability and willingness to respond to emergencies, and perform overtime work as required;
Mechanical aptitude, industriousness, and dependability;
Ability to perform in a reasonable manner the essential functions of the position, including all duties and activities related to the

physical demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school, or possession of a high school equivalency diploma; AND
- b) One (1) year of full-time or equivalent part-time paid experience in the operation of light road maintenance equipment.

SPECIAL REQUIREMENTS:

Must possess a valid NYS CDL License, Class B or higher, at the time of appointment; and must maintain said license in good standing throughout employment in position. Special endorsements may be required during tenure of employment.

Jurisdiction Class: Non-Competitive
Civil Division: ALL
Adopted by YCCSC: 3/14/1973
Revised by YCCSC: 6/7/1995
Revised by YCCSC: 10/1/1997
Revision by PO: 10/29/2014

