



PUBLIC WORKS
MAINTENANCE WORKER

Jurisdiction Class:	Non-Competitive
Civil Division:	Villages/Towns
Adopted by YCCSC:	Unknown
Revised by PO:	1/22/2013
Revised by PO:	6/4/2014
Revised by PO:	7/14/2017
Revised by PO:	3/12/2018

DISTINGUISHING FEATURES OF THE CLASS:

This is semi-skilled work involving responsibility for the efficient performance of a variety of public works repair and maintenance tasks in a village/town. Work is performed under the general supervision of the Superintendent of Public Works, or other designated supervisor, with leeway permitted for the planning of work. Detailed instructions are received for more difficult assignments. Supervision may be exercised over the work of subordinate employees assigned to assist with maintenance tasks. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Construction, extension, repair, maintenance and cleaning of streets and roads;
Maintenance and extension of storm and sanitary sewers, catch basins and collection lines;
May operate and maintain a water treatment or sewage treatment plant in the village/town;
May make taps on water mains, and install valves, gates, hydrants and fire lines;
Locate leaks, installs clamps and sleeves and makes other emergency repairs;
Perform a variety of minor maintenance on public works vehicles, such as changing oil, spark plugs, etc.;
Snow removal and ice control activities;
Cut and trim trees and brush in the village/town;
May operate a variety of motor and public works equipment, such as plows, graders, mowers, rollers, and backhoe;
May read, replace and repair water consumption meters;
Perform a variety of custodial and ground keeping duties, and maintenance of related tools and equipment;
May participate in the collection and disposal of garbage and trash;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the common principles, practices, tools, equipment and safety precautions used in the construction and maintenance of streets, storm sewers, water and sewer distribution lines and related activities;
Ability to read plans and blueprints;
Ability to get along well with others;
Ability to understand and carry out oral and written instructions;
Manual dexterity, and good hand and eye coordination;
Ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) One (1) year of experience performing public works maintenance activities, or as a helper in general building construction or maintenance work in one or more of the standard trades, such as plumbing, carpentry; OR
- c) Any equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- a) Possession of valid NYS driver's license at time of application, and such license must be maintained in good standing throughout the tenure of employment in the position.
- b) If the position involves the operation of specific motor equipment or machinery, incumbent must possess a Class B or higher NYS Driver's License, and such license must be maintained in good standing throughout tenure of employment in the position. Additional license endorsements may be required at any time during tenure of employment in this position if the nature of the work deems it necessary.
- c) If the position involves the operation of a sewage and/or water treatment plant, candidates must be eligible for, or possess the appropriate grade certificate(s), as determined by the NYS Department of Health or NYS Environmental Conservation Department- where such certificate is required.