



Village of Montour Falls - Job Opening
Municipal Worker
Highway Department

LAST DATE TO FILE: Review of applications will begin immediately. Applications will be accepted until position is filled.

VACANCY: At the present time, there is one full time, 40 hour per week, full benefit package, \$18.00/hr minimum starting rate, this position is available at the Village of Montour Falls, Highway Department.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county for at least one month immediately preceding the date of appointment.

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” by dropping off or mailing to the Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY, <https://www.schuylercounty.us/119/Civil-Service>

JOB DESCRIPTION: This position involves responsibility for assisting in the carrying out a wide variety of public works operations. A person in this class may perform labor or cleaning jobs and entry-level or semi-skilled level maintenance and repair work and may learn and assist in skilled level jobs. The work is performed under the general or direct supervision depending on the duties assigned. The incumbent may act as a lead worker on projects. Does related work as required.

TYPICAL WORK ACTIVITIES:

(A Municipal Worker may perform some or all of these work activities, depending on the municipality and the work assignment.) Operate trucks, backhoes, tractors, and other motor equipment; Perform general street maintenance, haul blacktop for paving, install blacktop, and repair potholes; Operate roadside tractor, riding mower, push mower and weed trimmer to maintain roadsides; Install, repair, and clean storm sewer catch basins; Sweep streets and clean curbs; Help build, repair, or remove curbs, sidewalks, culverts and retaining walls; Pick up leaves and brush for residents; chip and cut brush; Shovel or plow snow and salt streets and sidewalks; Install new water lines and water services to residences and repair water breaks; Install, repair, and read water meters; Monitor supply pumps and sample chlorine; Install, clean, and repair sanitary sewer lines; Make inspections of Treatment Plant, Pumping Station and Reservoirs for maintenance on pumps, valves, chlorinators, motors, and storage units; Operate power driven tools and equipment such as saws, compressors, drills, mixers, and pumps; Use hand tools such as shovels, scythes, forks and rakes in grounds maintenance; Clean and maintain all municipal buildings, interior and exterior, including painting; Clean, maintain, and repair equipment; complete maintenance reports as required; Maintain cemetery: dig graves, relocate or

reset monuments, backfill, and landscape; Load and unload vehicles; Erect and maintain street signs; Paint traffic signs, parking signs and crosswalks; Perform general clean-up work such as removing debris, raking leaves, trimming trees, cutting grass and weeds, and assisting in collection of rubbish and litter from public lands and facilities; Maintain inventory of supplies and order as necessary; May occasionally perform routine clerical duties.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent.

Note: If position involves driving vehicles that require CDL, employee must possess a NYS CDL Class B License at time of appointment (or obtain one within six months of hire date) and must maintain license during employment.

Date posted: 03/28/2024