



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: MOTOR EQUIPMENT OPERATOR TRAINEE

YATES COUNTY IS SEEKING APPLICANTS FOR *MOTOR EQUIPMENT OPERATOR TRAINEE* TO FILL 1 VACANCY

Type of Appointment: Position Status: Classification:	Permanent Full Time Non-Competitive	Rate of Pay:	\$23.31 per hour
Location: Department:	Yates County Highway	Contract:	CSEA, Group A-1
Vacancy:	1 position currently vacant <i>(to be filled as MEO or MEO Trainee)</i>	Exam Date:	Not Applicable
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	Not Applicable
Posted:	July 14, 2025	Application Deadline:	Applications accepted until filled

MOTOR EQUIPMENT OPERATOR TRAINEE - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is a training position in which the employee will learn and master the safe and efficient operation of special and standard motor equipment for a period not to exceed the fifty-two (52) week probationary period (unless otherwise authorized by the appointing authority). The employee will learn to drive and operate motor equipment to include but not be limited to, small and large trucks. Additionally, employees will perform other tasks related to highway operations. The Motor Equipment Operator Trainee position may be considered as a trainee position for positions such as Motor Equipment Operator (Light), Sign Maintenance Worker and Automotive Mechanic. The work is generally performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- May operate heavy trucks (with possession of the appropriate license or learner's permit) or heavy equipment on a trainee basis;
- May operate (with the appropriate license) light trucks, automobiles, mowing tractors, broom tractors or other motorized equipment;
- May rake and shovel asphalt to patch potholes or assist in the paving of roads;
- May assist with the fabricating and installing of various traffic control signs and highway marking devices;
- May assist in the installation, maintenance, and repair of pipeline by excavating, laying pipe, and back filling;
- May cut brush, remove dead trees, plant grass, and mow grass;
- May clean debris from roads and culverts;
- May shovel snow, remove ice, and spread salt on targeted areas;
- May serve as a wing person on a snowplow;
- May operate power tools and equipment such as saws, mixers, jackhammers, snowblowers, mowers, or tractors;
- May act as a flag person on road-repair jobs;
- May clean and maintain vehicles and building areas;
- May pick up and haul recyclables and trash;
- May take part in general grounds maintenance activities such as litter and debris removal, lawn mowing, weed-eating, raking, reseeding, and trimming;
- May make deliveries, load and unload materials, and perform all necessary moving services;
- May perform physical labor in support of maintenance and construction projects;
- Performs other duties as assigned.

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

Willingness to perform unskilled manual work;
Willingness to work under all weather conditions;
Ability and willingness to develop a broad range of skills in highway operations including the operation of motor vehicles and power equipment;
Ability to understand and follow oral and written instructions;
Ability and willingness to respond to emergencies and to work outside under adverse weather conditions, and perform overtime work as required;

Ability to identify, avoid, and report potentially hazardous working conditions;
Mechanical aptitude, industriousness, dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or equivalency diploma.

SPECIAL REQUIREMENT(S):

Must possess a NYS Class D driver's license at the time of appointment, with the condition of obtaining a NYS Class B CDL Learner's Permit within the first eight (8) weeks of employment and a NYS Class B CDL within the first fifty-two (52) weeks of employment (unless otherwise authorized by the appointing authority).

****Note:** Employees who do not successfully obtain a New York State Learner's Permit for a Class B CDL and a New York State Class B CDL within the authorized timeframes will be terminated with the County.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**