

# Help Wanted – Part-Time Position

## Public Works Maintenance Worker Opportunity

The Village of Dresden seeks a motivated, independent individual with strong teamwork skills for a part-time Public Works Maintenance Worker role.

### Responsibilities

- Maintenance of water systems
- Grounds upkeep
- Vehicle and equipment care

Candidates must be able to work outdoors year-round, lift up to 50 lbs, and follow both verbal and written instructions.

### Minimum Qualifications

- At least one year of experience in public works maintenance
- Eligibility for or possession of the required Water Operator grade certification
- High school diploma or GED
- Valid NYS Driver's License

### Additional Information

Work hours and compensation will be determined. Applications are available at the Yates County Personnel Office, 417 Liberty St., Penn Yan, NY 14527.



**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
Revised by PO:	2/8/2022
Revised by PO:	2/22/2023

**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, grinder pumps, 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;  
May collect and record water samples/bacteria samples in accordance with NYS Department of Health regulations;  
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;  
Ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions;  
Ability to accept on-call assignments;  
Manual dexterity, and good hand and eye coordination.

**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 Class D 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 at the time of appointment; OR
- c) Depending on the location of the position, 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.

- i. **\*\*Note:** Employees who do not successfully obtain a New York State Learner's Permit for a Class B CDL within the first eight (8) weeks of appointment, and a New York State Class B CDL within the first fifty-two (52) weeks of employment, he/she shall be terminated.
- d) 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.
- e) If the position involves the operation of a sewage and/or water treatment plant, candidates must possess the appropriate grade certificate(s)/license(s), as determined by the NYS Department of Health or NYS Environmental Conservation Department at the time of appointment, or within the first twelve (12) months for a Class D License or thirty (30) months for a Class 2B License, following appointment to the position.
  - i. **\*\*Note:** Employees who do not successfully obtain the appropriate grade certificate(s)/license(s) as required by the NYS Department of Health or NYS Environmental Conservation Department within the timeframe as specified in (e), he/she shall be terminated.