



ANNOUNCEMENT OF OPEN POSITION

Department: Highway, Water, & Sewer Departments
Titles: Truck Driver, Motor Equipment Operator, & Automotive Mechanic
Schedule: Full-time
Benefits: Yes
Compensation: Per Collective Bargaining Agreement
Approved: November 8, 2021
Deadline: December 8, 2021

Description:

The Town Board of the Town of Pendleton is soliciting applications for possible full-time openings in the Highway, Water, and Sewer Departments. Positions may include job titles of Truck Driver, Motor Equipment Operator, and Automotive Mechanic. See attached Civil Service job descriptions for specifics of each job and applicant eligibility.

How to Apply:

Call or visit the Public Works Garage for an application.

Town of Pendleton Public Works
6640 Campbell Boulevard
Lockport, NY 14094
(716) 625-8033

DEPARTMENT: ALL
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JANUARY 18, 2013

TRUCK DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Operates trucks in the hauling of construction materials and snow removal; operates snow plows and spreads salt; operates roadside mowing machines; may be assigned to collection of refuse. Incumbents are required to perform manual labor work, flagging and/or traffic control when necessary, and are expected to be available to work overtime and/or shift work during nights, weekends and holidays. Operates under direct supervision of supervisor who assigns and oversees work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Drives trucks to and from construction site with loads of material and supplies, also transports ice, snow and refuse for deposit;
2. Operates snow plows and snow loading machines and road salters, keeping roads in passable condition;
3. May operate roadside mowing machines;
4. May be assigned to do but not limited to the following: cut and remove brush and trees; make concrete forms, erect posts, lay blacktop, erect snow fences and clean and paint equipment, landscaping, building and ground maintenance, flagman, etc.;
5. May be assigned to route collection of refuse;
6. May be assigned to do minor repairs and maintenance on automotive equipment;
7. May be assigned to flagging and/or traffic control;
8. May be assigned to mix anti-icing liquid into stockpile or to directly apply anti-icing material to highways;
9. May be assigned to assist and/or operate the aerial lift or bucket truck.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and all types of trucks; working knowledge of hand and power tools and their appropriate, safe, and efficient use; ability to operate chain saws, chop saws, cutting torches, air compressors, air tools; ability to understand and follow simple oral and written directions; ability to follow close supervision or to work independently and make independent decisions; mechanical aptitude; dependability; willingness to work overtime and/or shift work during nights, weekends, and holidays; willingness to work in various adverse conditions which may include extreme heat, extreme cold, proximity to noxious fumes, dust, mud, brush and heavy traffic; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, possession of a valid New York State CDL - B license (copy **must** be attached to application), and one (1) year of experience in the operation of some type of *truck.

SPECIAL REQUIREMENTS AT TIME OF APPLICATION WHEN USED IN REFUSE:

1. Occupational Safety Health Administration 29 CFR1910.120 Certification
2. Occupational Safety Health Administration 29 CFR1910.146 Certification
3. 3 Years experience operating 30+ ton cargo capacity articulating off-road truck

NOTE:

* When used in the Niagara County Highway Department must have one (1) year of full-time paid experience operating a "heavy single unit truck over 26,000 lbs. GVWR."

DEPARTMENT: ALL, EXCLUDING SCHOOLS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: FEBRUARY 18, 2005

MOTOR EQUIPMENT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Operates one or more types of automotive equipment and performs a variety of manual tasks in connection with such operations; does related work as required. Employees of this class perform recurring manual duties in connection with the operation of moderately complex motor equipment. They receive general instructions from a superior, but are responsible for the safe and economical operation and care of their equipment on assigned tasks. Periodic inspections are made of work in progress.

TYPICAL WORK ACTIVITIES:

1. Operates a truck in connection with the collection of garbage, ashes, snow and in the transportation of sand, stone, gravel and supplies;
2. Operates a tractor or truck with power mower, trailer, snow loader, bulldozer, concrete mixer, stone crusher or other attachments;
3. Operates a power grader, steam roller, snow plow, power shovel, backhoe, and all other related equipment;
4. Occasionally performs minor repairs and maintenance on automotive equipment;
5. Performs manual labor, such as loading trucks, erecting snow fences, landscaping, building and ground maintenance, cleaning culverts, repairing and constructing roads, and flagman duties;
6. May be assigned to installing and maintenance of water and sewer facilities;
7. Supervises the work of laborers when assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of tractors, trucks and other automotive equipment; ability to understand and follow simple oral and written directions; mechanical aptitude; industry; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State equivalency diploma;

AND: One (1) year of experience in the operation of some type of automotive equipment.

SPECIAL REQUIREMENTS:

Must have a CDL Class C License. If a motor equipment operator is required to operate a tractor-trailer combination, he will be required to have a CDL Class A License. Possession of an alternate applicable license is acceptable when application is accompanied by an administrative letter stating that the candidate will not operate a motor vehicle contrary to the Vehicle and Traffic Law of New York State.

02/18/2005; 01/29/1990; 04/30/1984

DEPARTMENT: MUNICIPALITIES
CLASSIFICATION: NON-COMPETITIVE
APPROVED: SEPTEMBER 13, 2019

AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: Works as a skilled automotive mechanic who is responsible for the efficient repair of a wide variety of automotive equipment including heavy duty equipment such as bulldozers, graders, and buses (type of equipment depends on the assigned municipality). Work requires a thorough knowledge of the trade. General instructions are received regarding tasks to be performed permitting employee considerable leeway in planning the details of each assignment when permitted by the assigned municipality. When assigned, direct supervision may be exercised over the work of helpers and bus drivers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs skilled operations in making general repairs to heavy duty and pick-up trucks, passenger automobiles and such power equipment as bulldozers, graders, cranes, black-top machines, loaders, rollers, shovels, pavers, mowers, and engines and motors;
2. Grinds valves and fits new bearings, pistons, and rings;
3. Assembles connecting rods and bearings;
4. Assembles and times engines;
5. Repairs and overhauls brake systems, clutches, differentials, transmissions, and front and rear axles;
6. Repairs generators, starters, lights, and ignition;
7. Adjusts steering mechanism and aligns wheels;
8. May make and install improvements on vehicles;
9. Tunes motors and adjusts carburetors;
10. Operates machine shop equipment as necessary, including lathes, grinders, drill presses, welding, brazing, and burring equipment to make and repair equipment parts;
11. May perform electrical and plumbing repair work;
12. Performs body and equipment repairs;
13. Requisitions parts and materials;
14. Keeps accurate records of work performs and material used;
15. Mounts and dismounts snow plow blades and other auxiliary equipment;
16. Drives a school bus as required;
17. Drives a truck as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; working knowledge of the machinist trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to lay out work for self and others; good motor and hand and eye coordination; manual dexterity; good physical condition.

CONTINUED

AUTOMOTIVE MECHANIC CONTINUED

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Two (2) years of satisfactory paid full-time experience in a municipal highway department or school garage which involved automotive maintenance and repair work; **OR**
2. Two (2) years of satisfactory paid full-time experience as an automotive mechanic in a state approved automotive repair shop; **OR**
3. Three (3) years of satisfactory paid full-time experience doing automotive repair work under the direct supervision of an automotive mechanic in a state approved automotive repair shop; **OR**
4. Two (2) years of satisfactory paid full-time experience as a skilled automotive mechanic which shall have involved repair and maintenance of heavy automotive equipment.

NOTE:

One (1) year of specialized automotive training in a recognized school equates to one (1) year of the above required experience.

SPECIAL REQUIREMENT:

Possession of a valid NYS Driver's License appropriate for the type of vehicles being maintained at time of appointment. A Commercial Driver's License (CDL) Class B license is required when assigned at a school and required to drive a school bus. The appointing authority must indicate in writing what type of motor vehicles will be driven so that the appropriate license is required at time of appointment.