



## **ANNOUNCEMENT OF OPEN POSITION**

Department: Water & Sewer Department  
Title: Laborer  
Schedule: Full-Time  
Benefits: Yes  
Compensation: Per Collective Bargaining Agreement  
Residency: Must be a resident of the Town of Pendleton  
Approved: February 22, 2021  
Deadline: March 22, 2021

### Description:

The Town Board of the Town of Pendleton is soliciting applicants for the full-time position of laborer assigned to the Water & Sewer Department. See attached Civil Service job descriptions for specifics of the job and applicant eligibility.

### How to Apply:

Call or visit the Public Works Garage at 716-625-8033 for an application.

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** LABOR  
**APPROVED:** FEBRUARY 5, 2015

## LABORER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing unskilled and semi-skilled manual work. The incumbent may be assigned cleaning tasks both indoors and outdoors to include parking lots, sidewalks, hallways, and rooms. Incumbents may be assigned routine repair tasks. Under the direct supervision of an employee of higher rank, the incumbent performs routine work requiring physical strength, endurance and a willingness to perform heavy work. The incumbent is not regularly assigned to drive vehicles as required in the Laborer (DL) class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Acts as a messenger and makes deliveries;
2. Cleans and services buildings by sweeping, mopping and waxing floors in offices, halls, classrooms, restrooms, locker rooms, and other common areas;
3. Cleans lighting fixtures, replaces light bulbs, and washes windows, moves furniture, equipment, washes walls and vehicles, and other cleaning duties;
4. Assists with outside work such as sweeping walks, shoveling snow, cutting lawns, trimming hedges, etc;
5. Cleans and performs minor maintenance on trucks, tractors, assigned vehicles and tools;
6. Picks up and disposes trash or soiled linen;
7. Assists with the loading and unloading of trucks including garbage, rubbish, gravel, sand, stone, building materials, supplies, and etc;
8. May assist with road work, ditch digging;
9. May assist with snow removal and plowing, sanding and salting of roads, erection and removal of snow fences and signs, picking up trash, cutting grass, trimming trees and bushes, weeding, and may apply lawn care products as assigned, etc.;
10. Operates motorized equipment as required in carrying out these assigned duties, may for training or in an emergency operate trucks \*assigned vehicles within the New York State Motor Vehicle regulations;
11. Performs related minor maintenance repair tasks indoors and outdoors including, but not limited to, the repair of desks, cabinets, and painting walls and sports field lines.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the maintenance and repair of buildings, fixtures and equipment; ability to make a variety of simple repairs and adjustments to buildings and equipment; ability to perform unskilled maintenance on motorized equipment; ability to perform routine buildings and grounds maintenance work; ability to lift heavy weights; willingness to perform routine manual work; willingness to work under all weather conditions; physical endurance; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:** None.