



## ANNOUNCEMENT OF OPEN POSITION

Department: Highway Department  
Titles: Seasonal Laborer  
Schedule: Full-time  
Benefits: None  
Compensation: \$14.50 per hour  
Approved: February 13, 2023  
Deadline: Until Filled

### **Description:**

The Town Board of the Town of Pendleton is soliciting applications for full-time seasonal laborer positions in the Highway Department. 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:** LABOR  
**APPROVED:** 4/7/86

**SEASONAL HELP LABOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs sub-entrance training level labor duties in a department under supervision, performs sub-entrance level duties as assigned in various county departments for up to 26 weeks as a temporary seasonal employee. Does same level related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Clears parks and other outdoor ground areas of litter and refuse;
2. Uses hand tools such as shovels, scythes, pitch forks and rakes, hammers, tape measures, etc.;
3. Assists in laying out and maintaining athletic fields and areas;
4. Sweeps and mops floors, stairs and hallways, washes windows and performs various other cleaning duties;
5. Assists other county employees in a variety of maintenance and repair tasks;
6. Assists in the propagation and care of flowers and plants;
7. Assists in the pest control activities;
8. Assists in carrying out functions of department assigned under close direction such as laundry, dietary, load and unload vehicles, painting, direct traffic, elementary math and survey duties, may run copy machines.

**FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to perform sub-entrance training level duties in governmental agency; ability to interact effectively with people and maintain good working relationships; good communication skills; good judgment; ability to understand and follow oral and written instructions; initiative and resourcefulness; physical condition commensurate with requirements of the position.

**MINIMUM QUALIFICATIONS:** None.