

NOTICE OF VACANCY

<u>Title:</u>	Skilled Laborer
<u>Grade:</u>	2
<u>Salary:</u>	\$55,196.00
<u>Classification:</u>	Non-Competitive

The City of Kingston is looking for several full-time Skilled Laborers to work in the Department of Public Works.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring physical endurance and a willingness to perform arduous tasks. Laborers usually work under continuous supervision, or their activities are subject to frequent inspection. This position differs from that of a Laborer in that this position requires the incumbents to operate a motor vehicle and maintain a clean, valid driver's license in the State of New York. Employees are responsible for the safe and economical operation of equipment on assigned tasks. Work is performed under general supervision subject to inspection of work in progress and upon completion. New or unusual work is performed under detailed instructions and supervision. Constant supervision is maintained over the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only*)

- Assists in snow removal from City streets and City-owned parking lots
- Operates motor vehicles (automobiles and trucks with a GVWR of not more than twenty-six thousand pounds)
- Services assigned vehicle and maintains it in clean condition
- Performs preventative maintenance on Department equipment
- Performs general work such as removing debris, raking leaves, cutting grass, shoveling snow, and removal of rubbish, trash, garbage, and litter from public lands and facilities
- Assistant in the installation and maintenance of traffic signs, street signs, and traffic signals
- Assists in the removal of obstructions from sewers and operates specialized equipment in the process
- Assists in the erecting, assembling, and repairing of snow fences, barricades, picnic tables, and related recreation equipment
- May use specialized equipment needed to complete typical work activities
- Performs general maintenance activities such as cleaning, mopping, and scrubbing bathrooms
- Flags and directs traffic
- Conducts closures of City buildings and parks, resulting in lights being shut down, park gates and buildings locked securely.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of operation of all vehicles up to and including six wheel dump trucks; ability to understand and follow oral and simple written instructions; ability to perform routine manual work; ability to operate a motor vehicle; ability to lift heavy weights; ability to work with others; ability to respond to emergencies and work under all weather conditions; sobriety; physical endurance; physical condition commensurate with demands of the position.

MINIMUM REQUIREMENTS:

Valid New York State Class D driver's license at the time of appointment and maintained throughout employment.

Applications will be accepted at the Kingston Civil Service Office until the position is filled at 420 Broadway, Kingston, NY 12401. Applications will be accepted at the Kingston Civil Service Office located at 420 Broadway, Kingston, NY 12401 until the positions are filled. Applications can be mailed to that address, dropped off in person or emailed to rkimble@kingston-ny.gov. Please include the title “Skilled Laborer - DPW” in the subject line of the email.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer