

VILLAGE OF GREENPORT – NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the position of **Wastewater Treatment Plant Helper**.

Applications or resumes will be accepted until March 30, 2023.

Applications or resumes may be mailed to the Office of the Village Clerk as follows:

Village of Greenport
236 Third Street
Greenport, NY 11944

Attn: Village Clerk Sylvia Pirillo, RMC or: applications or resumes may be e-mailed to the Office of the Village Clerk at the following address: spirillo@greenportvillage.org.

Please refer to the Suffolk County Department of Civil Service web site for an explanation of job specifications for the title as referred to above. Printed specifications can also be obtained from the Office of the Village Clerk, Sylvia Pirillo, RMC at: 236 Third Street, Greenport, NY, 11944.

Please phone: 631.477.0248 to obtain a copy, or visit our web site: www.villageofgreenport.org.

The hourly wage rate is \$ 20.00 per hour based on a 40-hour work week, and a full benefits package is applicable to this position.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.

Dated: March 13, 2023

Sylvia Lazzari Pirillo, RMC / Village Clerk / Village of Greenport

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting wastewater treatment plant operators in performing a wide variety of unskilled or semi-skilled manual tasks. Work involves the use of hand tools and may require the ability to learn to operate simple machinery or other equipment. The work is performed under the direct supervision of a qualified wastewater treatment plant operator, but many tasks assigned may be routine and repetitive in nature and once learned can be carried on without difficulty and under only general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES

- Cleans manholes, bar screens, comminutors, tanks and other equipment;
- Cleans and maintains sewers and pumping stations;
- Performs sewer line cleaning requiring the operation of sewer rodding equipment;
- Collects and transports samples;
- Reads meters, gauges and other instruments and records readings;
- Assists in the assembly and disassembly of machinery;
- Performs hand and machine excavations and assists in the installation of underground piping and equipment;
- May assist in building and lawn or landscaping maintenance;
- Assists in the use of sewer maintenance equipment;
- May occasionally operate light motor vehicles, such as automobiles and small trucks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Ability to understand and follow oral or written instructions; ability to use hand tools; ability to learn to operate simple machinery and equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma.

NECESSARY SPECIAL REQUIREMENT

Depending upon the assignment, at the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

R06/29/18
SUFFOLK COUNTY
Non Competitive
