

VILLAGE OF GREENPORT – NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the position of **Laborer**, in the Road Department.

Applications will be accepted until March 30, 2023.

Applications 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, or: applications may be e-mailed to the Office of the Village Clerk at the following address: [spirillo@greenportvillage.org](mailto: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, at: 236 Third Street, Greenport, NY, 11944.

Please phone: 631.477.0248 to obtain a copy, or visit our web site: [www.villageofgreenport.org](http://www.villageofgreenport.org).

Salary 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

Village Clerk Sylvia Lazzari Pirillo, RMC / Village of Greenport

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DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of light or heavy manual activities in such areas as highway maintenance, incinerator plants, animal shelters, parks and grounds maintenance, sanitation, building maintenance, sewage and water districts, and vector control. Work involves the use of hand tools and may require the ability to learn to operate a variety of common power tools, such as chain saws, lawn mowers, motorized pumps, jackhammers, and small portable power tools. Work is generally performed under the immediate supervision of an employee in a higher classification, 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. Performs related work as required.

TYPICAL WORK ACTIVITIES

Performs manual work in highway maintenance, including patching holes and washouts, erecting and removing signs and fences, installing catch basins and drainage pipes, salting and sanding roads and removing debris;

Performs a variety of grounds maintenance activities, such as cutting grass, trimming trees and shrubbery, laying sod, raking leaves, planting trees and shrubs, and painting benches and picnic tables;

Operates asphalt spreading machinery attached to the rear of dump trucks used in the resurfacing of roads; sets the depth and width of the asphalt being spread, as directed by a crew leader or other supervisor;

Assists in the operation of a Vac-All in cleaning catch basins; operates hand-pushed paint-stripping machines to line parking lots and street crossings;

Stokes incinerator furnaces; cleans grates; dumps ash; cleans troughs; directs the public to dumping sites;

Starts and operates pumps in sewage treatment plants; cleans grit chambers; blows out hose lines; greases equipment;

Participates in the installation of water service lines across and under roadways, sidewalks and driveways; assists in laying pipe and installing meters and curb stops;

Loads & unloads supplies and equipment;

May occasionally operate light motor vehicles, such as automobiles and small trucks;

May use power equipment, such as chain saws, jackhammers, pumps, power drills, motorized lawn mowers and portable power tools.

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; sufficient physical strength, agility and freedom from disabling defects to do heavy labor, occasionally under adverse weather conditions.

MINIMUM QUALIFICATIONS

There are no minimum education or experience requirements for this position.

NECESSARY SPECIAL REQUIREMENT

Depending on the nature of the assignment, at the time of appointment and during employment in this title, candidates may be required to possess a valid New York State driver's license.