

# Town of Vestal Job Fair

**Date:** Friday, May 10, 2024

**Time:** 2:00 pm – 7:00 pm

**Location:** Vestal Town Hall, 605 Vestal Parkway West, Vestal.

## The Town of Vestal is seeking candidates for the following positions:

- **Equipment Mechanic: Highway Department**
- **Motor Equipment Operator (MEO): Highway Department**
- **Laborer: Water & Sewer Department**
- **Network Specialist: IT Department**
- **Senior Account Clerk: Business Office**
- **Deputy Town Engineer**

Full Time permanent positions include Health and Retirement Benefits

The Town of Vestal encourages all interested individuals, regardless of background or experience level, to attend this event. Whether you're a recent graduate, a seasoned professional, someone looking to transition into public service, or a retiree looking to be more involved, the Job Fair is your gateway to meaningful employment and community involvement.

If you can not attend, please send your completed Broome County Government Employment application with resume to Maria Sexton, Town Supervisor, at [msexton@vestalny.gov](mailto:msexton@vestalny.gov)

\*Some positions may require taking a Civil Service Exam

For additional details on this JOB FAIR, go to [vestalny.gov](http://vestalny.gov) and scroll down to LATEST NEWS.

## **EQUIPMENT MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly skilled work responsible for the efficient and accurate performance of a variety of automotive and heavy equipment repairs including diesel engines and heavy duty snow removal equipment. A working knowledge of machinist tasks associated with the mechanic trade is required. General instructions are received from the Assistant Equipment Service Supervisor regarding tasks to be performed, allowing for considerable leeway in planning the details of each assignment. Immediate supervision may be exercised over the work of the Assistant Equipment Mechanics and Mechanic Helpers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs skilled operations in making advanced level repairs on motor equipment including automobiles, trucks, tractors, sweepers, lawn mowers, power saws, graders, bulldozers, paving machines and snow loaders;

Performs skilled mechanical repairs and maintenance on diesel engines and peripheral accessories;

Grinds valves and fits new bearings, pistons and rings;

Installs connecting rods and bearings;

Overhauls and repairs brake systems, differentials, transmissions, and front and rear axles of heavy or diesel equipment;

Straightens frames, fenders and performs alignments;

Operates machine shop equipment including lathes, welders, grinders and power saws;

Performs State inspection on County owned vehicles.

### **WHEN ASSIGNED TO SANITARY LANDFILL:**

Determines when replacement parts are necessary and reports needs to administration;

May operate motor equipment when assigned.

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

Good knowledge of standard automotive repair methods, terminology and tools of the trade;

Working knowledge of the machinist trade;

Skill in the use and care of automotive and heavy duty equipment servicing tools such as drill presses, wrenches, welders, torches, lathes and valve grinders;

Ability to make difficult repairs to heavy duty and other mechanical equipment such as overhauls of hydraulic systems, engines, and transmissions;

Ability to work from plans, specifications, rough sketches and oral instructions;

Ability to lift heavy objects using hoist and levers;

Ability to adhere to safety precautions when using potentially harmful equipment, tools and machines;  
Ability to perform work involving strenuous effort;  
Ability to lay out work;  
Willingness to respond to emergencies and work overtime;  
Willingness to work outside in adverse weather conditions;  
Good coordination;  
Dexterity;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three years of experience doing heavy equipment mechanical repairs, including diesel engines and heavy duty construction and/or snow removal equipment.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Possession of the appropriate New York State Motor Vehicle Operator's License.
- 2) Possession of a New York State Inspection License.

NOTE: Completion of an approved Automotive Mechanic Apprenticeship program or education in automotive mechanics beyond high school at a regionally accredited or New York State registered college, university or technical institute may be substituted for up to two years of the required experience.

## MOTOR EQUIPMENT OPERATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing duties in connection with the safe and efficient operation of various construction vehicles, snowplows, sanders and other public works maintenance equipment. The incumbent also performs manual duties related to street and highway maintenance, as well as other public works activities. The work is performed under general supervision. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Operates motor equipment such as: double axle dump trucks (may have snow removal equipment attached), tractors (may have rotary mower attached), high pressure street flusher, tilt trailer and other types of motor equipment used in the construction and maintenance of streets, highways and other public works projects;

Performs routine motor equipment maintenance such as checking automotive fluids, tires, lights, etc. on assigned equipment;

Performs manual road patching, sets guard rails and posts cuts/trims trees, bushes and weeds as well as flags traffic in connection with street and highway maintenance;

Performs a variety of manual tasks;

May, on assignment, operate other types of automotive equipment.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the safe and efficient operation of assigned construction vehicles, snow removal equipment and other public works maintenance equipment;

Ability to understand and follow oral and written directions;

Willingness to respond to emergencies and perform overtime work;

Willingness to work in adverse weather conditions;

Mechanical aptitude;

Dependability;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One year of experience in the operation of road maintenance equipment.

**SPECIAL REQUIREMENT AT TIME OF APPOINTEMENT:** Possession of the appropriate level Commercial Driver's License (CDL).

**SPECIAL REQUIREMENT WHEN EMPLOYED AT THE TOWN OF WINDSOR:** Possession of a valid New York State driver's license appropriate to the vehicles operated.

R713            04/05/01 (Revised 3/9/23)

NON-COMPETITIVE

## LABORER

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position performs routine physical work that requires physical endurance and a willingness to perform arduous tasks. The work is performed under direct supervision. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Rakes and shovels asphalt to patch potholes and/or assists in the paving of roads;  
Assists in the installation, maintenance and repair of sidewalks by shoveling, jackhammering, laying forms and pouring cement;  
Assists in the installation, maintenance and repair of pipelines by excavating, laying pipe and backfilling;  
Loads and unloads trucks;  
Cuts brush, removes dead trees, plants grass and mows lawns;  
Cleans debris from parking lots and culverts;  
Shovels snow and spreads salt on sidewalks;  
Serves as a wingperson on a snowplow;  
Operates power tools and equipment such as saws, mixers, jackhammers, and mowers after receiving proper training;  
Acts as a flagperson on street jobs;  
Performs routine maintenance on water and sewer systems;  
Cleans vehicles and buildings;  
Operates motor equipment on a relief, emergency or trainee basis with proper licensure;  
Scrapes and repaints surfaces using brushes and rollers;  
Performs cleaning and minor repairs and maintenance to fences, gates, signs, buildings and other various equipment;

### When assigned to the Division of Solid Waste Management:

Works in the hazardous waste facility, collecting, loading and unloading, and consolidating hazardous waste;  
Performs minor repairs and routine maintenance on motor equipment;  
May direct vehicles to the dumping area, weigh vehicles entering and leaving the site, and collect dumping fees.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability and willingness to perform routine physical labor;  
Ability to follow oral and written directions;  
Willingness to work in inclement weather;  
Willingness to respond to emergencies and work overtime;  
Physical strength and endurance;  
Physical condition commensurate with the demands of the position.

LABORER--Contd

MINIMUM QUALIFICATIONS: None

MINIMUM QUALIFICATIONS FOR BROOME COUNTY DEPARTMENTS:

- A) Graduation from high school or possession of an equivalency diploma; OR
- B) Currently working towards completing the requirements for a high school or an equivalency diploma.

NOTE: Under B), the requirements for the equivalency diploma must be met by the end of the probationary period.

SPECIAL REQUIREMENT FOR EMPLOYEES OF BROOME COUNTY DEPARTMENTS DURING THE PROBATIONARY PERIOD: Possession of the appropriate level Commercial Driver's License (CDL).

R287          10/23/13

LABOR CLASS

## **IT Position Posting**

The Town of Vestal is seeking a qualified person for the position of Network Specialist. This position involves responsibility for administering and participating in the maintenance and operation of the Town's equipment and networks. Work involves providing support to end users, setting up and installing hardware, analyzing and correcting problems with hardware and software, administering networks, asset management and training end users. Experience with: server operating systems such as Windows server 2016 or better; computer operating systems such as Windows 10 or better; Windows applications such as the Microsoft Office Suite, Internet Explorer, Chrome and Firefox; Networking functionalities such as configuring and managing DHCP, DNS, IP addresses, subnets, firewalls, NAT, VPN, VoIP, iSCSI, Wi-Fi; Configuring servers, network switches, firewalls, wireless access points and VoIP systems preferred. Knowledge of VMware ESXi, and Storage area networks also preferred. The ability to utilize a ServiceDesk system for asset management and to organize/communicate work performed with end users and other technicians.

This is a civil service competitive position. The successful candidate will receive a provisional appointment and will be required to take and pass a civil service exam when given and be reachable on the resulting eligible list. Interested individuals please submit a resume and cover letter to: Daniel Williams, Director of IT, Town of Vestal, 605 Vestal Parkway W, Vestal, NY 13850

The Town of Vestal is an equal opportunity employer.

## **SENIOR ACCOUNT CLERK**

### **TOWN OF VESTAL**

### **BUSINESS OFFICE**

The Town of Vestal is seeking to fill a Senior Account Clerk position in the Town's Business Office.

Duties include performing all phases of the accounts payable functions including: review and analysis of vouchers for proper chart of accounts coding and compliance with Town policies, contracts and bidding requirements; assignment of voucher numbers and organize vouchers for data entry; data entry of invoices into accounts payable software; verification of the completed invoice entry proof and warrant; and following the audit and approval process, print checks and prepare them for mailing; prepare and file vendor 1099 forms; update fixed asset records; monitor and report asset changes to the insurance carrier; deposit checks via remote check deposit and record these as well as cash receipts from all departments by journal entry into financial accounting software; research and respond to vendor and department inquiries related to accounts payable; prepare vouchers for specified departments and for recurring contractual obligations; allocate interest earnings of multiple accounts across various funds and perform bank reconciliation of multiple accounts; purchase and manage office supplies and maintain the postage machine operations for common areas. Other duties as required.

The successful candidate will have a minimum of a high school or equivalency diploma and 2 years of experience maintaining financial accounts and records as well as the ability to keep financial records, to do math problems, to be organized, to follow directions and to communicate effectively.

The 2023 starting rate for this 37.5 hour per week position is \$20.82 per hour.

This is a civil service competitive position. The successful candidate will receive a provisional appointment and will be required to take and pass a civil service exam when given and be reachable on the resulting eligible list. Interested individuals please submit a resume and cover letter to: Human Resources, Town of Vestal, 605 Vestal Parkway W, Vestal, NY 13850. Resumes will be accepted until the position is filled.

The Town of Vestal is an equal opportunity employer.



## **DEPUTY TOWN ENGINEER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a highly technical position that has responsibility for assisting the Town Engineer with the planning, organizing, and directing of all engineering functions of the Towns Engineering Department. Responsibilities also include having general oversight of the departments of Water/Wastewater, Parks, and Code as well as working closely and in conjunction with the Highway Department. This position differs from other engineering position as the incumbent is authorized to act for and in place of the Town Engineer as a Deputy. The work is performed under the general supervision of the Town Engineer with considerable leeway for the exercise of independent. Supervision is exercised over subordinate Engineering Department employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts for and in place of the Town Engineer;  
Works with the Comptroller and representatives of other Town departments to provide information to FEMA and completes FEMA required reports;  
Represents the Town on Federal projects;  
Conducts inspections of projects performed under contract and supervises engineering work conducted by consultants;  
Estimates construction costs a variety of projects;  
Prepares surveys and estimates of quantities;  
Keeps tax maps up to date;  
Prepares plans and specifications construction projects and structures;  
Completes paperwork for Federal aid projects;  
Provides technical assistance to other Town departments;  
Oversees the work of the water/wastewater, parks, code and highway departments;  
Reviews sight improvement plans;  
Supervises department staff;  
Performs other engineering tasks as directed.

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

Thorough knowledge of the principles of Engineering and the sources of Engineering information;  
Good knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works, such as water mains, sanitary sewers, storm drains, and other public works facilities;

**DEPUTY TOWN ENGINEER-cont'd**

Good knowledge of laws and other regulatory enactments controlling public works;  
Good knowledge of building construction and maintenance;  
Good knowledge of administrative principles and practices that apply to local government;  
Good knowledge of the developments of current literature and sources of information in public works engineering;  
Ability to initiate and develop studies and investigations;  
Ability to prepare a variety of reports;  
Ability to plan and supervise the work of others;  
Ability to effectively use a variety of computer applications;  
Ability to communicate effectively both orally and in writing;  
Resourcefulness in the solution of Engineering problems;  
Sound professional judgment;  
Initiative.

**MINIMUM QUALIFICATIONS:** Possession of a Professional Engineer's license issued by the State of New York at time of appointment.

5/26/21