

Posted: June 21, 2016
Dept: Highway
Grade 11, Step 1
Salary: \$53,364.00
Respond to Human Resources
(*Additional information below)
By June 28, 2016

MOTOR EQUIPMENT OPERATOR - STOCK CLERK

GENERAL STATEMENT OF DUTIES:

Responsible for orderly, efficient and economical operation of a stock and parts inventory serving automotive vehicles and related equipment as well as operation of motor equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Under the direct supervision of Superintendent of Highways, Garage Foreman or similar position, this position is responsible for operating a municipal highway and public works department parts and supply inventory. In addition, this position is responsible for the operation of motor equipment and general maintenance and repair within the garage area.

EXAMPLES OF WORK: (Illustrative Only)

Maintains a sufficient and economical stock of parts, tools, and supplies for automotive equipment such as cars, trucks, backhoe, roller, sweeper, sander, plows;

Maintains a running inventory of all parts, supplies and tools in department garages, such as gas, oil, tires, road and street signs, hand and power tools;

Maintains a running inventory of yard supplies (i.e. drainage pipe, catch basins, guard rails, gravel);

Issues tools, repair parts, safety equipment to mechanics, laborers upon request;
Operates automotive equipment in connection with the collection of garbage, rubbish, trash, ashes, snow and in the transportation of sand, stone, gravel, and other construction or demolition materials and/or supplies;

Operates passenger automobiles, trucks or omnibuses to and from designated places to deliver or pick-up supplies, parts, equipment;

Operates a tractor or truck with a power mower, snow loader, concrete mixer, patching rollers under ten tons, road graders of eight tons or less, or related equipment;

Orders or assists in ordering parts and supplies as needed;

Maintains files on all pieces of equipment;

Performs general maintenance and repair duties as relates to the upkeep of the highway garage; May assist automotive mechanics.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of automotive tools, parts and equipment, their terminology and usage; good knowledge of the operation of trucks, tractors, and other automotive equipment; good knowledge of arithmetic;

ability to organize supplies, parts and maintain an inventory; ability to understand and follow oral and written instructions; ability to maintain records; ability to get along well with others;

Mechanical aptitude; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Six (6) months of experience in the maintenance of inventory in automotive parts, garage, or supply outlet.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

Possession of a valid New York State Commercial Driver's License, Class B, (CDLB). Depending on equipment to be operated, appropriate endorsements (i.e., air brakes, hazardous materials, passenger endorsements) may be required. Under New York State Law, applicants for the CDL must be 21 years old.

***Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.**