



William D. Reilich
Supervisor

TOWN OF GREECE

1 VINCE TOFANY BLVD GREECE, NEW YORK 14612
TEL. (585) 225-2000
WWW.GREECENY.GOV

DATE: December 26, 2017

SUBJECT: **Job Posting - Parks**

The Town intends to interview qualified candidates interested for the following position:

Laborer- Parks

This is a Labor class Civil Service position requiring a good knowledge of parks maintenance.

Hourly rate is \$15.67.

All interested candidates should submit an application by January 11, 2018 to:

Greece Department of Parks and Recreation
Attn: Director of Parks and Recreation
3 Vince Tofany Blvd
Greece, NY 14612

Employment applications can be downloaded at
<http://www.greeceny.gov/residents/employment-opportunities>



Job Title: LABORER- PARKS DIVISION: PARKS

Immediate Supervisor: DIRECTOR OF PARKS AND RECREATION OR MANAGEMENT ASSISTANT

JOB STATEMENT

The Laborer works to provide outstanding service in creating a five star, well maintained and safe environment for our park users. This is accomplished by ensuring the Park grounds, facilities, buildings and equipment are well maintained on a day to day basis in accordance with our park procedures & guidelines. The Laborer is at the forefront in the day to day maintenance and improvement of the Greece parks system.

OVERALL & KEY RESPONSIBILITIES

- Provide an outstanding level of customer service to ensure to meet and exceed park user's expectations.
- Daily communication with immediate supervisor on parks maintenance operations (grounds/facility/equipment repairs needed, safety concerns in parks and buildings, etc.)
- Ensure Greece owned and leased parks/facilities are attractive, welcoming, functional and safe.
- Continually maintain the park grounds to a safe and high standard.
- Maintain buildings and property to a safe and high standard, including housekeeping/tidiness.
- Ensure safe operation, maintenance and cleaning of equipment, machinery and vehicles.
- Work within Health and Safety guidelines to maintain and monitor a safe and secure environment for the welfare of our visitors and staff.
- Apply park policies, procedures and rules in a fair and flexible manner in accordance with the requirements of the Town.
- Maintain an effective and friendly working relationship with colleagues in the Parks and Community Center divisions as well as other Town departments.
- Be prepared to undertake all tasks required to ensure the consistent and efficient running of the parks system as directed by the immediate supervisor.
- Be proactive in identifying improvements beneficial for both visitors and staff in Greece parks and facilities.
- Set an example for co-workers and conform to organizational rules, policies, procedures, safety protocols as set by the Town.

CUSTOMER SERVICE

- Provide and promote an enthusiastic, welcoming and cheerful attitude at all times.
- Assist in dealing with park user queries and problems promptly and efficiently.
- Be aware of the effects of your work on the patrons around you (e.g. disruption, noise, inconvenience).
- Maintain cleanliness and tidiness at all times.
- Respond promptly to park user problems and jobs, communicating to immediate supervisor.

PROCEDURES AND GUIDELINES

- Have a working knowledge of park procedures and guidelines.
- Be familiar with, uphold and enforce park rules.
- Document daily work activities and turn in to immediate supervisor.

HEALTH AND SAFETY

- Ensure compliance with Health and Safety regulations and guidelines.
- Maintain all public areas to a high standard of safety.
- Identify potential risks and hazards around the Park and communicate to supervisor.
- Use the correct equipment and materials as trained and for the appropriate reason.
- Attend training courses as required.
- Oversee or conduct and document routine playground safety and property inspections as directed.
- Follow all safety guidelines and protocols.

OTHER

- Support, in actions and attitude, the operations and vision of the Town of Greece Parks Division as led by the Director of Parks and Recreation.
- Document and submit daily work activities.
- Participate in grounds maintenance activities (mowing, trimming, snow removal) in accordance with established maintenance standards.
- Follow the maintenance standards for each property.
- Routinely refer to parks maintenance standards when maintaining each property.
- Actively participate in the daily and preventative maintenance of facilities including, but not limited to: facility and building improvements, parks and grounds improvements, installation of park amenities.
- Routinely observe (at the beginning and end of maintenance routine) all parks and facilities to ensure each are of the highest standard in cleanliness and safety.
- Perform other duties and functions as requested.

LABORER

Code No. 6-12-022
LABOR

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level unskilled position involving a variety of routine heavy and light manual labor tasks. The employee reports directly to and works under the general supervision of a foreman or other higher-level employee. The job requires physical endurance. May be required to work outdoors in all kinds of weather, to work overtime, and to be on twenty-four (24) hour call seven (7) days a week for emergencies. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with installation, maintenance, repair, and cleaning of highway, sewer or water system components;

Assists in construction, patching and grading of roads, and installation of new sidewalks;

Shovels, rakes and tamps asphalt;

Operates snowplow wing;

Removes snow from sidewalks, parking lots, and recreational areas by shoveling or using tractor or pick-up truck and plow;

Collects garbage and rubbish;

Plants and prunes trees, grades lawns, rakes leaves, cuts grass and brush, spades flower beds, cuts wood, and assists in other grounds maintenance activities;

Digs and refills trenches for sewer and water lines, and drainage pipe;

Excavates and backfills for new construction and repairs;

Repairs, cleans and flushes culverts and basins;

Performs general building cleaning tasks such as dusting, sweeping, mopping, and washing;

Fills motor equipment with cement, sand, stone or oil etc.;

Loads and unloads vehicles and trucks;

Directs traffic on road projects;

Picks up dead animals for disposal;

Repairs mailboxes, installs sign or fence posts, and assembles, sets up or removes road signs;

Assists with painting and unskilled carpentry tasks;

Drives pick-up truck or other light vehicle for the delivery of supplies or messages;

Operates motor equipment as a trainee under direct supervision;

Assists a mechanic with equipment repairs, and service equipment by adding fuel, coolant and lubricants;

Operates telephone or two-way radio for emergency dispatching.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the use of hand tools; working knowledge of methods used to maintain and construct roads, sidewalks, catch basins, etc.; working knowledge of ground maintenance activities; working knowledge of building cleaning methods; working knowledge of specific hazards and safety precautions; ability to do heavy manual labor, including lifting; ability to follow instructions; ability to work under direct supervision; ability to establish good working relationships with others; ability to work under all weather conditions; manual dexterity; endurance; dependability; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: There are no training and experience qualifications.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Possession of a valid New York State Motor Vehicle Operator's License Class D may be required by some jurisdictions. Candidates may be required to pass a physical examination to determine ability to perform manual labor.

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of part 107 of the Federal Aviation Administration Regulations prior to appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: November 10, 1983

REVISED: March 7, 2002



Town of Greece
 1 Vince Tofany Blvd.
 Greece, NY 14612

William D. Reilich, Supervisor

Application for Employment

The Town of Greece is an Equal Opportunity Employer

Date: _____

FAILURE TO LEGIBLY COMPLETE THE ENTIRE APPLICATION MAY PREVENT THE TOWN FROM REVIEWING/PROCESSING YOUR APPLICATION.

Name: _____ Telephone #: (____) _____
Last First Middle

Address: _____
Street City State

Please note: if you are interested in full-time employment requiring a Civil Service examination, you should also apply directly to the Monroe County Civil Service Commission, 39 West Main St., Rochester, NY 14614. As vacancies occur, the Civil Service Commission will forward to the Town the names of individuals who have passed appropriate examinations and are on eligible lists.

The following information will assist the Personnel Office in reviewing applications as vacancies occur:

TYPE OF EMPLOYMENT DESIRED:

- FULL TIME ONLY (year round)
- PART TIME ONLY (15-20 hrs/week – year round)
- FULL OR PART TIME (year round)
- SUMMER
- SEASONAL (Fall and/or Winter and/or Spring)
- TEMPORARY (replacement for employees on temporary leave, usually 3-6 months)

POSITION APPLYING FOR: (check as many as appropriate, or complete "OTHER")

- CLERICAL/SECRETARIAL
- RECREATION
- BUILDING MAINTENANCE/HOUSEKEEPING
- LIBRARY CLERK
- LIBRARY PAGE
- SCHOOL CROSSING GUARD
- PUBLIC WORKS (Highway, Sewer, Parks)
- OTHER _____

Are you age 18 or over? Yes No

If not, please indicate your age: 14-15 yrs. 16-17 yrs.

(Youth under 18 who have not completed high school must secure a work permit. These are available at school district offices.)

Do you have a NYS Driver's License? Yes No If yes, Class: _____**

Have you been **convicted** of a moving vehicle or traffic violation within the last seven years? Yes No*

If yes explain **completely**: _____

Have you ever been **convicted** of a crime (misdemeanor or felony)? Yes No*

If yes explain **completely**: _____

Are you the subject of any pending criminal charges? Yes No*

If yes, explain **completely**: _____

Have you ever been **subject to discipline or dismissal** from private or public employment? Yes No*

If yes, explain **completely**: _____

Are you subject to any pending disciplinary action from your current employer? Yes No*

If yes, explain **completely**: _____

*An answer of yes to any of these questions does not necessarily disqualify the applicant from consideration.

**Not required for all positions.

Employment History:

HAVE YOU EVER WORKED FOR THE TOWN OF GREECE? YES _____ NO _____

If yes, Dates: _____ Title: _____

Department: _____

Please describe in detail your previous experience, including military experience. Begin with your current or most recent employment. If you have held more than three positions, please continue on an attached sheet using the same format.

Month/Year	Name/Address of Employer	Job Title	Salary	Hrs/Week
From:				
To:				

Description of Duties: _____

Reason for Leaving: _____

Month/Year	Name/Address of Employer	Job Title	Salary	Hrs/Week
From:				
To:				

Description of Duties: _____

Reason for Leaving: _____

Month/Year	Name/Address of Employer	Job Title	Salary	Hrs/Week
From:				
To:				

Description of Duties: _____

Reason for Leaving: _____

U.S. Military Service:

Branch: _____ Rank Upon Discharge: _____

Nature of Discharge: _____

Education:

	Name and Location of School	Number of Years Attended	Degree/Major
High School			
College, Trade, or Business School			
Graduate School			

Are you related to anyone who is currently employed by the Town of Greece? Yes No*

If yes, please state name and relationship: _____

Reference:

Please provide the names of three persons, **NOT related to you**, at least one of which is a former employer.

<u>Name</u>	<u>Address and Phone</u>	<u>Business/Relationship</u>
1. _____		
2. _____		
3. _____		

Proof of employment eligibility will be required upon employment.

I certify that the information set forth on this application is true and complete. I authorize the Town of Greece to make inquiries and verify information, as may be necessary to arrive at an employment decision. This may include verification and inquiries into my personal, employment or educational history, from whatever source and method. This inquiry includes but is not limited to verification and inquiries into the information set forth in my original application or any amendments thereto, attendance and performance records from school and prior employment, of my school records and transcripts, employment and school records relating to any disciplinary action or termination of employment, and information concerning my character, integrity, and capabilities.

I further authorize the release of criminal history information, including any supporting documents or materials, to the Town of Greece. I understand that false, misleading, or incomplete information given on this application or in any employment interview may result in disqualification from further consideration, or if employed by the Town, in discharge.

Signature Date

THE TOWN OF GREECE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, MARITAL STATUS, RELIGION, CREED, AGE, NON-DISQUALIFYING DISABILITY, OR ANY OTHER LEGALLY PROTECTED CLASSIFICATION WHEN CONSIDERING INDIVIDUALS FOR EMPLOYMENT.

*An answer of yes to this question does not necessarily disqualify the applicant from consideration.