



TOWN OF SOUTHPORT

1139 Pennsylvania Avenue • Elmira, NY 14904

Town of Southport Equipment Operator I

This is manual work involving safe and efficient operation of various types of motor equipment and the performance of routine manual duties related to the operation of the equipment. The work may also involve the performance of a variety of unskilled labor tasks.

Possession of a valid NYS Class B (CDL) Driver's License at time of appointment.

Full Benefits including Dental, Vision, Medical, Paid Time Off, NYS Retirement.

Schedule – 8 hr. shift – Holiday's – On Call – Overtime – Weekends as needed.

Pay Rate - \$18.94 - \$22.00/hr. depending on experience.

Applications available online at www.townofsouthportny.gov or at the Town Clerk's Office.

EQUIPMENT OPERATOR I

Department: Varies
Classification: Non-Competitive
Labor Grade:
Adopted:
Revised: 11/07/88; 03/01/93; 05/07/2007; 10/06/2015
By: Chemung County Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving safe and efficient operation of various types of motor equipment and the performance of routine manual duties related to the operation of the equipment. The work may also involve the performance of a variety of unskilled labor tasks. This class is distinguished from that of Equipment Operator II in that the work primarily involves the operation of motor equipment that is not classified as heavy equipment. The incumbent may, however, operate heavy equipment on a relief or trainee basis. Work is performed under general supervision. Supervision may be exercised over work on specific tasks. May assume the additional title and duties of Deputy Town Highway Superintendent and receive a reasonable stipend as determined by the Town Board, if appointed to that position. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Operates a truck in connection with removal of snow and refuse, and in the transportation of stone, gravel and other materials;
- Operates a tractor or truck with snow plow, dozer, or other attachments;
- Operates other street/road construction equipment;
- Performs or assists in preventative maintenance on department equipment;
- Performs manual labor such as loading trucks, digging ditches, cutting trees and brush, flushing storm sewers, cleaning culverts and raking blacktop;
- May supervise others as specific tasks require.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of tractors, trucks, and other automotive equipment; knowledge of the laws and regulations governing the operation of motor vehicles; good knowledge of the geography of the area; ability to understand and follow simple oral and written instruction; mechanical aptitude; willingness to respond to emergencies and perform overtime work; willingness to work outside under adverse weather conditions; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate Degree in Heavy Equipment Technology; or
- (B) Graduation from High School or possession of a General Equivalency Diploma and one (1) year of full time paid experience in the operation of automotive equipment such as dump trucks, snow plows, and other similar automotive equipment other than pleasure vehicles.

SPECIAL REQUIREMENT: Possession of a valid New York State Class B Driver's License at time of appointment.

CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
PO Box 588 • 203 Lake Street • Elmira, New York 14902-0588
Telephone: (607) 737-2918
An Equal Opportunity Employer

APPLICATION FOR EXAMINATION OR EMPLOYMENT

PRINT IN INK OR TYPE ANSWER ALL QUESTIONS

POSITION/EXAMINATION TITLE

EXAMINATION #

OFFICE USE ONLY

Date Received:	_____				
Fee:	P	W			
Status:	A	C	D		
Disapproved:	Exp	Edu	Res	Fee	
Other:					
Transcript:	HS	AS	BS	Other	

NAME		SOCIAL SECURITY # _____			
Last:	First:	M.I.:	Maiden:		
ADDRESS					
Street or P.O. Box:		City:	State:	Zip:	
Home Phone:		Cell Phone:	Work Phone:		

NOTE: You must keep your address and telephone numbers current.

VETERANS CREDITS (If applicable, check one): NON-DISABLED WAR VETERAN _____ DISABLED WAR VETERAN _____

INDICATE YOUR ANSWER BY PLACING AN "X" IN THE APPROPRIATE SPACE:

	YES	NO
A. Have you resided in Chemung County for the past 30 days?	_____	_____
B. Do you have the right to accept employment in the U.S.?	_____	_____
C. Do you require special arrangements for examination (Religious accommodation or disability)?	* _____	_____
D. Do you require an alternate test date?	* _____	_____
E. Were you ever dismissed from any employment for reasons other than lack of work?	* _____	_____
F. Did you ever receive a dishonorable discharge from the U.S. Armed Forces?	* _____	_____
G. Have you ever been convicted of any crime (felony or misdemeanor)?	* _____	_____

***If yes, please use reverse side to give a full explanation.**

If you answered "yes" to E, F or G you will not necessarily be disqualified. Each case is evaluated on an individual basis in relation to the duties and responsibilities of the position for which you have applied. Omit parking or speeding violations assigned a fine of \$50.00 or less and any other offense adjudicated in Juvenile Court or under a Youthful Offender Law.

DATE OF BIRTH: Law enforcement positions and positions requiring a commercial driver's license have minimum age restrictions. If you are applying for one of these positions **OR** if you are under the age of 18, enter your date of birth here... ____/____/____

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Position/Examination Title:	
Applicant's Name:	Social Security #:

EDUCATION:

Type of School	Name & Address of School	From - To (Mo. & Yr.)	Total College	Type of Degree Received
High School or GED				GED#
College				
Graduate school or other				

LEVEL OF EDUCATION: Please circle highest level of education completed.

☐ High School
 ☐ Associate
 ☐ Bachelor
 ☐ Master
 ☐ Doctorate

LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE OR PROFESSION:

Skill, Trade or Profession	License or Certificate #	Issued by: (City, State, or Agency)	License Dates From - To	Permanent Yes No

RIVERS LICENSE INFORMATION: (Complete only if the position you are applying for requires a driver's license.)

☐ None
 ☐ Out of State
 (Indicate State)
 ☐ New York State

Motorist ID #: _____ Class: _____

Restrictions: _____ Endorsements: _____

WORK EXPERIENCE: DO **NOT** SUBSTITUTE A RESUME FOR THIS SECTION. Complete all information required. Describe in detail all duties performed which are relevant to the position for which you have applied. (Vagueness will not be ruled in your favor.) A resume may be attached to this application only as a supplement to the information that you are providing.

Length of Employment From: To:	Employer	Address
Hours worked per week:	Duties:	
Earnings per Hour:		
Title:		
Type of Business:		
Name & Title of Supervisor:		
Reason for Leaving:		

Length of Employment From: To:	Employer	Address
Hours worked per week: Earnings per Hour:	Duties:	
Title:		
Type of Business:		
Name & Title of Supervisor:		
Reason for Leaving:		

Length of Employment From: To:	Employer	Address
Hours Worked per Week: Earnings per Hour:	Duties:	
Title:		
Type of Business:		
Name & Title of Supervisor:		
Reason for Leaving:		

REFERENCES: (List the names of three (3) individuals familiar with your abilities.)

Name	Address	Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

IT IS THE POLICY OF THE CHEMUNG COUNTY/CITY OF ELMIRA REGIONAL CIVIL SERVICE COMMISSION TO PROVIDE FOR AND PROMOTE THE EQUAL OPPORTUNITY OF EMPLOYMENT, COMPENSATION, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS OR CRIMINAL RECORD.

STATEMENT: I declare that all statements made in this application (and any accompanying attachments) are true and complete to the best of my knowledge. I understand that any false statements made on this application or in interviews will result in immediate rejection or discharge from employment. I authorize the Regional Civil Service Commission to contact schools/college and former employers cited in the statement contained in this application for employment as may be necessary in arriving at an employment decision. I understand the acceptance of this application for employment by the Regional Civil Service Commission does not constitute or imply a commitment or willingness to offer employment to me in this or any other position. When required, I agree to take all physical examinations and drug screen testing and authorize the release of these confidential examinations and test results to the Regional Civil Service Commission.

DATE: _____ **SIGNATURE:** _____