SCARSDALE
1701
NEW YORK

Job Opportunity
Department of Public Works

"Assistant Working Foreman" – Facilities Maintenance Division

The Facilities Maintenance Division is an important Division of the Department of Public Works. The Division is responsible for the Department's general construction activity. Reporting to the Division Foreman, this position is a non-represented, supervisory position, exercising supervision over 10 labor class employees. This position operates under the Civil Service job title of Maintenance Mechanic (Repair). The incumbent will work alongside staff on a variety of construction maintenance activities including the following types of work and will have supervisory responsibility over the division during times when the Foreman is absent.

- Granite curb installation and resetting
- Sidewalk installation
- Storm drain and sanitary sewer repair.
- Public building maintenance and construction
- Interior rough and finish carpentry
- Light electrical and plumbing
- Snow removal
- Bluestone sidewalk repair
- Tile setting

Under general supervision, an incumbent of this class performs a variety of skilled maintenance and repair work, involving two or more building trades such as masonry, carpentry, plumbing, electrical, painting, etc. The maintenance and repair work is primarily done in the buildings and/or grounds of a municipality or special district. Work is initiated by written work orders or oral instructions and is performed on an independent basis, with work checked out occasionally by his/her superior. The Maintenance Mechanic (Repair) differs from the Maintenance Mechanic (Utility) title in that the Maintenance Mechanic (Repair) does not perform specialized work in maintaining and repairing mechanical equipment used in a water and/or sewer treatment plant. Supervision may be exercised over the work of laborers or other subordinate maintenance personnel. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques, and terminology of two or more building trades; good knowledge of the accident and safety precautions which apply to the building trades; ability to use tools and perform maintenance and repair work involving two trades; ability to work from sketches and blueprints; ability to follow written and oral instructions' ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; resourcefulness in work performance; initiative in completing assigned work;

industriousness; physical strength and agility; physical condition commensurate with the duties of the position.
MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and: (a) four (4) years of maintenance and repair experience involving two or more building trades such as carpentry, painting, plumbing, masonry or electrical work; or (b) five (5) years of experience in two or more building trades as noted in (a) under the supervision of a skilled general maintenance mechanic.

SUBSTITUTION: Satisfactory completion of a vocational program* or trade school course* in any of the building trades mentioned above may substitute for two (2) years of the required work experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Depending on work assignment, if operating a motor vehicle, must possess a valid license issued by the New York State Department of Motor Vehicles, appropriate for the type of vehicle to be operated. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions.

SALARY AND BENEFITS: $109,367 per year to start. This position is a non-represented position. The Village of Scarsdale offers medical, dental, paid time off, and enrollment in the NYS retirement system as benefits of this position. This position is eligible for overtime compensation.

Applications are available on the Village Website – www.scarsdale.gov and may be submitted to publicworks@scarsdale.gov along with an updated resume.