

Village of Newport

P.O. Box 534
Newport, NY 13416
315-845-8543
Street Supt. Travis Coleman

Job Description: DPW General labor Helper – Part time

Reports to: Street Superintendent

Salary: Starting at \$17.00 – pay based on experience

Type of Position: Part time Est. 10 hours a week or less depending on demand
(some nights and weekends may be required)

The Village of Newport is seeking a year-round part-time employee for a general labor position with the Village Streets Department. Experience preferred but not required. Job typically requires high physical endurance.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High school Diploma OR GED
- Valid NYS Driver's License
- Must be able to perform heavy manual labor, including Lift up to 50 LBS – 85 LBS
- Expect Walking, standing, sitting, crouching, kneeling, crawling, being in Confined spaces, and heights often for extended periods and in varied weather

Duties and responsibilities:

- ability to follow oral and written instructions
- use of hand and power tools
- Help Repair Streets, Sidewalks, Curbs, and Catch Basins; install storm Drains and Street Signs
- Mow Grass with push mower or weed eater, remove litter, and Maintain Park and village properties, Brush and leaf clean up as needed throughout the Village
- Participate in snow removal using hand and power equipment, shovel areas that are needed, sand and salt as needed on village properties.
- Load/unload materials, assist with concrete work, Traffic control on job sites as needed.
- Any other tasks as assigned by superintendent or Village Board

Contact the Village Street Superintendent for details or send resume to Street_Superintendent@villageofnewportny.org or drop them off in a sealed envelope to the village office Monday – Friday 9:30 am – 12:30 pm. We are accepting application until May 1st. Starting date will be determined.

The Village of Newport is an Equal opportunity employer