



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** HIGHWAY MAINTENANCE MECHANIC TRAINEE

**SALARY:** \$33,289 - \$40,548 annually

**LOCATION:** Monroe County Department of Transportation

### **JOB SUMMARY:**

This is a training position located at the Department of Transportation in which employees learn and master highway, bridge and culvert construction, repair, maintenance tasks, sign and pavement marking installations and the safe and efficient operation of special and standard equipment during a maximum of a twenty-four (24) month training period. The employees learn to perform a variety of manual labor, semi-skilled, construction and shop equipment operations and will be given various mechanical, maintenance and repair assignments to learn and master. The employees are required to obtain a New York State Learner's Permit for a Class \*B\* Commercial Driver's License within six (6) months of employment, and a Class \*B\* Commercial Driver's License within the first twelve (12) months of employment with DOT staff providing sufficient training and road/vehicle time to obtain the license. Upon successful completion of the training program, the employees will be promoted to Highway Maintenance Mechanic II. Work is conducted outdoors in all types of weather, and involves ascending and descending heights up to one-hundred (100) feet, working in tight, confined spaces, moving material weighing in excess of fifty (50) pounds, and working a variety of shifts. The employee reports directly to, and works under the general supervision of a Senior Highway Maintenance Mechanic, Traffic Sign Operations Supervisor or other higher-level staff member. *Employees who do not successfully obtain a New York State Learner's Permit for a Class \*B\* Commercial Driver's License within the first six (6) months of employment, and a Class \*B\* Commercial Driver's License within the first twelve (12) months of employment will be removed from the position.* Employees who do not successfully complete the training program within the twenty-four (24) month training period will be removed from the position. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

### **SPECIAL REQUIREMENTS:**

Possession of a valid New York State Class \*D\* driver's license at the time of appointment with the condition of obtaining a Class \*B\* Commercial Driver's License Learner's Permit within the first six (6) months of employment and a Class \*B\* Commercial Driver's License within the first twelve (12) months of employment.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

**SPECIAL REQUIREMENTS: (continued)**

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** January 1, 2024

**Posting Deadline:** Until filled