

Posted: September 14, 2026
Dept: Highway
Grade 11
Salary: \$67,559 - \$81,073
Respond to: Town of Yorktown,
Human Resources Department

MOTOR EQUIPMENT OPERATOR - STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Superintendent of Highways or General Foreman, employees in this class perform recurring manual duties in connection with the operation of moderately complex motor equipment, such as a tractor, truck with a power take off unit, power mower, snow loader, concrete mixer, snow plow, automobile or omnibus. Incumbents are responsible for the safe and economical operation and care of their equipment on assigned tasks. In addition, an incumbent of this class performs moderately difficult manual and clerical duties in connection with the ordering, receipt, storage and issuance of materials and supplies in support of the municipal highway and public works departments serving automotive vehicles and related equipment. An incumbent may maintain records of materials usage and/or maintenance records. Inventory control and maintenance records may be kept manually or through the use of computer software program(s.) Work is performed in accordance with a prescribed routine and in accordance with State and local regulations. Oversight of a small number of personnel may be a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates automotive equipment in connection with the collection of garbage, rubbish, trash, ashes, snow and in the transportation of sand, stone, gravel, and other construction or demolition materials and/or supplies;

Operates a tractor or truck with a power mower, snow loader, concrete mixer, patching rollers under ten tons, road graders, or related equipment;

Operates passenger automobiles, trucks or omnibuses to and from designated places to deliver or pick-up mail, packages, supplies, parts, equipment, etc.;

Performs manual labor, such as assisting in the loading of trucks, erecting snow fences, cleaning culverts, assists and performs related work with the maintenance crew;

Makes minor repairs and assists in cleaning automotive equipment;

Performs preventive maintenance on equipment such as lubrication, oil changes, etc.;

Maintains a sufficient and economical stock of parts, tools, and supplies for automotive equipment such as cars, trucks, backhoe, roller, sweeper, sander, and plows and keeps them stored in their proper order and location;

Orders, receives, unloads, stores and issues materials, supplies, parts and equipment;

Maintains a running inventory of all parts, supplies and tools in department garages, such as gas, oil, tires, road and street signs, hand and power tools;

Maintains a running inventory of yard supplies (i.e. drainage pipe, catch basins, guard rails, gravel);

Maintains a record of parts issued, their demand and their usage;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Takes physical inventory of all materials, supplies, parts and equipment periodically and/or annually;

Prepares and maintains requisitions and processes purchase orders for materials, supplies, parts and equipment;

Liaisons with vendors to request price quotes, confirm parts availability and compatibility as well as track the status of orders;

Checks merchandise received against purchase orders/requisitions to ensure accuracy of shipment;

Receives and files requisitions for materials, supplies, parts and equipment;

Performs other semi-complex manual or clerical work related to stock-keeping process, such as posting information concerning supplies to appropriate records and providing periodic equipment performance reports, cost reports, inventory reports or fuel usage reports;

Issues tools, repair parts, and safety equipment to mechanics and laborers, upon request;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May operate equipment such as a forklift for the handling of heavy materials;

May maintain equipment preventative maintenance schedules;

May oversee the work of laborers engaged in loading and unloading trucks, or in manual work.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation of trucks, tractors, and other automotive equipment; good knowledge of the safety standards of the trade; good knowledge of the methods and practices used in the ordering, receipt, storage and distribution of commodities; good knowledge of automotive tools, parts and equipment, their terminology and usage; good knowledge of general office and purchasing practices; ability to operate a variety of mechanical equipment; ability to organize supplies, parts and maintain an inventory; ability to maintain stock records and to make simple arithmetical computations; ability to understand and follow oral and written instructions; ability to lift and carry heavy parts; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; alertness; integrity; initiative; mechanical aptitude; dependability; industriousness; good judgment; 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 one (1) year of experience which involved the handling, ordering, issuing, distribution, or maintenance of supplies, materials, parts or commodities and possession of a valid New York State Class B Commercial Driver's License* certified to operate commercial equipment within the boundaries of New York State.

SPECIAL REQUIREMENT: It is the responsibility of the appointing authority to ensure that the candidate possesses a valid Commercial Driver's License Class B with endorsements appropriate for the type of motor equipment being operated (i.e., air brakes, hazardous materials, passenger endorsements) and that the candidate meets all requirements prescribed by the New York State Department of Motor Vehicles throughout the course of employment.

***SPECIAL NOTE:** Candidates who present a valid CDL-B issued outside of New York State must additionally provide proof that they have self-certified to Non-Excepted Interstate Status (NI status) with the Department of Motor Vehicles in the State where the Commercial Driver's License was issued.

A \$50 fee paid by check to Westchester County is also required if hired.

Email or send resume to:

Email: tkuzemczak@yorktownny.org

Town of Yorktown
Attn: Human Resources
363 Underhill Avenue
Yorktown Heights, NY 10598,

Equal Opportunity Employer

Town of Yorktown
J. C.: n o n - c o m p e t i t i v e
Job Class Code: 0426
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