

Municipal Public Works Assistant

Town of Cape Vincent, New York

Salary: \$50,000–\$55,000 annually, commensurate with experience

Classification: Non-Competitive

Benefits: Comprehensive benefits package including health and dental insurance, paid leave, retirement benefits, and training opportunities

Applicants must be able to begin work by August 1st 2026 and must be willing to participate in, and pass periodic drug testing.

Position Overview

The Town of Cape Vincent is seeking a dependable, motivated, and service-oriented individual to serve as Municipal Water Public Works Assistant. This position plays a vital role in supporting the operation, maintenance, and reliability of the Town's municipal water distribution system while also assisting with the upkeep and coordination of Town recreation park facilities and community events.

The successful candidate will work closely with the Water Superintendent and other municipal partners to help ensure safe drinking water delivery, regulatory compliance, infrastructure reliability, and quality public recreational facilities for residents and visitors. This position requires strong problem-solving abilities, flexibility, initiative, and a willingness to respond to emergencies and work outdoors in a variety of conditions year-round.

This is an excellent opportunity for an individual interested in municipal operations, public works, water systems, and community service within a highly respected and collaborative local municipal government environment.

Primary Responsibilities

Water System Operations & Maintenance

- Assist in the daily operation, inspection, maintenance, and repair of the Town's municipal water system, including buildings, pump stations, grounds, equipment, and related infrastructure.
- Help ensure compliance with all applicable New York State Department of Health (NYSDOH) regulations, operational standards, and reporting requirements.
- Conduct routine daily testing, sampling, monitoring, and recordkeeping throughout the water distribution system.

- Perform routine maintenance and respond to emergency repairs involving water mains, valves, hydrants, service connections, pumps, and distribution equipment.
- Participate in troubleshooting operational issues and identifying system deficiencies or maintenance needs.
- Coordinate and communicate with the Town Highway Department, Village of Cape Vincent, contractors, and the Development Authority of the North Country (DANC) regarding system operations, repairs, emergencies, and infrastructure projects.
- Assist with chlorine mixing and related operational support for DANC facilities as needed.
- Manage seasonal water turn-ons and shut-offs for residents and seasonal properties.
- Maintain accurate operational logs, maintenance records, and incident reports.
- Monitor system conditions and promptly report operational concerns, equipment failures, or safety issues to the Water Supervisor.
- Provide on-call and after-hours response for water-related emergencies, including nights, weekends, and holidays as required.

Recreation Park & Community Facility Responsibilities

- Assist in maintaining recreation park buildings, grounds, athletic fields, playgrounds, and seasonal facilities to ensure safe and welcoming public spaces.
- Support preparation and cleanup activities for community events, athletic games, tournaments, festivals, and seasonal ice rink operations.
- Perform routine groundskeeping, minor repairs, custodial duties, and facility inspections.
- Coordinate scheduling and reservations for park events, weddings, parties, meetings, and recreational activities.
- Collect facility rental and event fees and submit funds and documentation to the Recreation Park Director for processing and deposit.
- Assist with setup logistics, vendor coordination, and facility readiness for public and community functions.

Desired Qualifications

- High School Diploma required. Advanced schooling desirable.
- Experience in municipal water system operations, public works, construction, maintenance, utilities, parks operations, or related fields preferred.
- Familiarity with water distribution systems, pumps, valves, chlorine handling, and basic mechanical repair is highly desirable.
- Ability to operate hand tools, power tools, light equipment, and maintenance machinery safely and effectively.
- Strong organizational skills with the ability to maintain records, schedules, and operational documentation accurately.
- Ability to work independently with minimal supervision while also functioning effectively as part of a team.

- Strong communication and interpersonal skills with a commitment to professional public service.
- Ability to prioritize tasks and remain calm during emergency situations.
- Willingness to perform physically demanding work in varying weather and environmental conditions throughout the year.
- Availability to respond to emergency call-outs and after-hours operational needs.
- Valid New York State Driver's License required; CDL endorsement preferred.
- Water operator certifications or the willingness to obtain required certifications and training may be required.

Working Environment

This position involves a combination of indoor and outdoor work and may include exposure to weather extremes, confined spaces, mechanical equipment, water treatment chemicals, and physically demanding activities including lifting, digging, bending, climbing, and prolonged standing or walking.

The position requires reliability, flexibility, and a strong commitment to serving the residents and visitors of the Town of Cape Vincent.

Application Information

Interested candidates should submit letter of interest and resume to the Town of Cape Vincent: Tina Maloney (tmaloney@townofcapevincent.org) mail: 1964 NYS12E Cape Vincent NY 13618 not later than COB June 26th

The Town of Cape Vincent is an Equal Opportunity Employer and encourages qualified individuals of all backgrounds to apply.