

WHITESBORO CENTRAL SCHOOL

Notice of Anticipated Vacancy

POSITION:	Motor Vehicle Operator
LOCATION:	District Wide
HOURS:	6:00 a.m. – 2:30 p.m.
LENGTH OF EMPLOYMENT:	12 Month/year
STARTING DATE:	As Soon as Possible
SALARY:	Grade 9H, Step TBD
DISTINGUISHING FEATURES OF THE CLASS:	These duties involve responsibility for the safe and economical operation of an automobile, station wagon or light delivery truck. It requires a willingness to perform a variety of routine manual tasks. Supervision in the way specific assignments are received from a superior. The incumbent performs related work as required.
MINIMUM QUALIFICATIONS:	One (1) year of experience in the operation of a light motor vehicle such as a car, pick-up, panel truck or station wagon.
NOTE:	Verifiable part-time and/or volunteer experience as described above will be prorated toward meeting full-time experience requirements.
PRINCIPAL DUTIES:	Typical Work Activities: (Illustrative Only) Drives station wagon or light delivery truck to pick up and deliver equipment, messages, supplies and materials; Washes and cleans vehicle, and suggests needed repairs; Checks oil, tires, mileage and gasoline; Keeps simple clerical records related to the work; Performs a variety of errands requiring use of automobile or light pick-up truck;
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:	Good knowledge of the geography and traffic laws of the area; ability to operate an automobile or light delivery truck, ability to understand and follow simple oral and written instructions; mechanical aptitude; physical condition commensurate with the demands of the position.
SPECIAL REQUIREMENTS:	Possession of an appropriate, valid New York State Motor Vehicle Operators license at time of appointment. This license must be maintained throughout appointment.
APPLY TO:	Mr. Kevin Storsberg Director of Facilities III 77 Oriskany Blvd Whitesboro, NY 13492 *Completed Civil Service application.
DATE:	June 27, 2025

Civil Service Applications

Non-instructional applicants can submit a Civil Service application by using the Oneida County Personnel Department's Online Application Portal.

Go to <https://oneida-portal.mycivilservice.com> to access the Online Application Portal.

Using the navigation menu at the top of the page, click on "Other Opportunities"

Find Whitesboro Central School in the list, and click "Apply."

Please contact Human Resources at 315-266-3319 with any questions or for more information.