

# HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Water Department - Distribution

POSITION TITLE: Stock Attendant

HOURLY RANGE: \$18.71 - \$24.42

THIS IS A NON- COMPETITIVE CIVIL SERVICE POSITION.

## DISTINGUISHING FEATURES OF THE CLASS:

This is the stand-alone classification for maintaining and disbursing the supplies and materials needed for construction and maintenance projects. Responsibilities include ordering supplies and materials by preparing purchase orders; delivering supplies; performing inventory checks; and tracking projects to know materials and supplies that will be needed. The incumbent does related work as required.

## MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and 1 year of work experience preferably in inventory control.

## DRIVER'S LICENSE REQUIREMENT:

No license requirement.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 9/28/2025

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.