



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **BUILDING MAINTENANCE HELPER**  
***(Anticipated Vacancy)***

**SALARY:** \$18.49/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Public Works, Lewis

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks (Monday-Friday).

**JOB SUMMARY:** The work involves responsibility for assisting with the maintenance, repair and cleaning of buildings and equipment. Directions are received in connection with each assignment and the work is performed under general supervision from a higher-ranking maintenance person. The incumbent does related work as required.

**Note:** *In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).*

**MINIMUM QUALIFICATIONS:** One year of experience performing manual labor.

**Residency Requirement:** There is no residency requirement.

**Additional Information:** Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** **March 25th, 2024**

**Application Deadline:** **April 4th, 2024**



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**



# Essex County Personnel Office

7551 Court Street, PO Box 217, Elizabethtown New York 12932

(518) 873-3360

Reset Form

## REQUEST TO FILL VACANT POSITION

Department: DPW - Buildings and Grounds

Position Title: Building Maintenance Helper

Budget Account Number: 1620 510010

Position Grade: 4 (POS # 548)

Is this position new in your current budget?

Yes

No

How long has the position been vacant?

MAR 20 2024

Years: \_\_\_\_\_

Months: \_\_\_\_\_

### JUSTIFICATION TO FILL POSITION:

ESSEX COUNTY DEPT. OF PERSONNEL & CIVIL SERVICE

Vacancy due to the pending termination of Katy Welch.

Are sufficient funds available in the department's budget to support this position for the balance of the year?

Yes

No

Amount Available: \$ \_\_\_\_\_

### DESCRIBE IMPACTS ON OPERATIONS AND SERVICE DELIVERY IF POSITION IS NOT FILLED:

Would not be able to keep up with daily maintenance needs.

### CERTIFICATION BY SIGNATURE THAT THE ABOVE STATEMENTS ARE ACCURATE AND COMPLETE.

Name and Title of Appointing Officer:

Signature:

James E. Dougan, Superintendent

NOTE: Appointing Officer must be Department Head, Town Supervisor, Highway Superintendent, Mayor, etc..

Date: March 20, 2024

### THIS SECTION FOR PERSONNEL OFFICE USE ONLY

In accordance with the provisions of Civil Service Law, Section 22 the Essex County Department of Personnel and Civil Service certifies that the appropriate civil service title for this position described is as follows:

Title: Building Maintenance Helper Civil Service Class: non-competitive

Job Specification Number: H363 Salary Group or Range: \$18.49/H. (POST 09)

Signature:

Date: 3/20/24

### ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY:

Creation of described position:

APPROVED:

DISAPPROVED:

Date: 3/21/24

Title: County Manager

Signature: \_\_\_\_\_

Evaluated 3/21/24  
T. Bedford / J. Dougan / U. Wolf