



SCHUYLER COUNTY CIVIL SERVICE
105 Ninth Street Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: ljohnson@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

VACANCY ANNOUNCEMENT

Building & Maintenance Lead (Provisional)
Village of Watkins Glen – Parks & Recreation

LAST DATE TO FILE: Applications accepted until positions are filled.

SALARY: \$23.18/hr (per CBA \$20.68 plus \$2.50 for “working foreman” designation)

HOW TO APPLY: Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**.

Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email (civilservice@co.schuyler.ny.us), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly. Any questions feel free to call 607-535-8190.

VACANCY: The Village of Watkins Glen is looking for a Building and Maintenance Lead. **This position is temporary to permanent, dependent on the return status of a current leave of absence.**

JOB DESCRIPTION: Assists in directing the custodial and maintenance activities of Village Parks and Recreation facilities. This is skilled work of varied and difficult nature that involves responsibility for the safe and efficient operation of buildings and equipment. The work is performed under the direct supervision of the Superintendent of Parks and Recreation. The essential nature of the work is such that the incumbent is the lead team member related to the construction, alteration and maintenance of Village buildings, campgrounds, parking lots, parks and/or other facilities and infrastructures. Other duties as assigned.

TYPICAL WORK ACTIVITIES:

Participates in and assists with directing the parks and campground maintenance activities of electrical, plumbing, roofing, painting, carpentry, mechanical, masonry, HVAC systems and other related maintenance needs for all Village facilities. Team Leader among the parks and campground maintenance staff. Operates and services motor-powered tools, equipment and vehicles. Estimates and records time and materials required for repairs. Orders parts, cleaning supplies, tools, and materials for repairs. Participates in trainings and development of team members.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of materials, practices, tools, terminology and safety precautions required for the maintenance of buildings and building equipment; Skill as a general mechanic; Ability to read and interpret plans and specifications; Ability to understand and follow oral and written directions; Ability to delegate maintenance tasks to employees; Initiative, resourcefulness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma PLUS:

(A) Graduation from a college or university with an Associate's degree in Building Science, Engineering or related field AND two (2) years of experience in general building maintenance and/or building trades work; or

(B) Five (5) years of experience in general building maintenance and/or building trades work.

NOTE: Prior supervisory experience preferred. Must possess and maintain a valid NYS Driver's License.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

Applications are available at www.schuylercounty.us or at the Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
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