



Office of Personnel and Civil Service Job Announcement Please Post Conspicuously

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **ASSISTANT PROJECT MANAGER**
(Provisional * Appointment)

SALARY: \$27.95/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 Hours work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for performing a wide range of technical work including the application of standard engineering principles and practices to a variety of public works engineering projects and assignments. The position involves significant responsibility for planning and coordinating activities of engineering teams, construction crews, contractors and vendors. Assists in the development of work programs and schedules for effective and productive use of County resources. The work is performed under the general supervision of the DPW Superintendent with leeway allowed for the use of independent judgment according to established procedures and policies. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree in civil engineering, construction management or closely related field and one (1) year of experience in civil engineering technology or construction management; or
- (b) Possession of an Associate's degree in civil engineering or closely related field and three (3) years of experience in civil engineering technology or construction management; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in civil engineering technology or construction management; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

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.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Candidates must possess and maintain appropriate New York State driver's license.

(OVER)



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



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. 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.

****The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

Posting Date: January 19th, 2024

Application Deadline: January 29th, 2024



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