



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

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

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

SALARY: \$19.69/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Public Works, Elizabethtown

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: August 20th, 2025

Application Deadline: September 2nd, 2025



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