



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

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: HEO OR HEO Trainee OR MEO OR MEO Trainee OR Highway Laborer

SALARY: HEO: \$25.71/HR.
HEO Trainee: \$24.72/HR.
MEO: \$23.71/HR.
MEO Trainee: \$22.71/HR.
Highway Laborer: \$21.68/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: HEO- The work involves responsibility for the safe and efficient operation of one or more types of entry level heavy construction equipment used in maintenance or construction projects. Greater skill is required than in the operation of other types of equipment, and there is greater responsibility for the safety of others. An employee is also responsible for making minor repairs and for ordinary servicing to the equipment. The incumbent does related work as required in relation to all prerequisite positions.

MINIMUM QUALIFICATIONS: HEO- Two years of experience in the operation of specialized or entry-level heavy construction equipment or; successful completion of qualified HEO Trainee position

SPECIAL REQUIREMENT: HEO- Possession of a New York State Class B CDL or higher License at time of appointment.

JOB SUMMARY: HEO TRAINEE- This is a trainee position allowing incumbents that have the appropriate skills to gain the experience required to qualify for a Heavy Equipment Operator (1) position. The trainee position is for a minimum of a one-year term during which time the incumbent learns the essential duties and responsibilities of a Heavy Equipment Operator (1) in the operation of entry level heavy construction equipment and proficient operation of a Hydraulic Excavator. Upon successful completion of both the training period and program, the incumbent's position shall be reclassified to a Heavy Equipment Operator (1). The program description can be found and detailed within departmental policy. The incumbent does related work as required in relation to all prerequisite positions.

(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

MINIMUM QUALIFICATIONS: HEO TRAINEE- One year of experience in the operation of entry-level heavy construction equipment with a certified and/or private contractor.

SPECIAL REQUIREMENT: HEO TRAINEE- Possession of a New York State Class B CDL or higher license at time of appointment.

SPECIAL PROMOTIONAL REQUIREMENT FOR POSITIONS IN THE ESSEX COUNTY DEPARTMENT OF PUBLIC WORKS:

A valid Class B New York State Commercial Driver at the time of appointment and/or possession of a valid Class B New York State Commercial Learner Permit (CLP) at the time of appointment. A valid Class B New York State Commercial Driver's License with no restrictions shall be obtained within one (1) year of appointment and shall be maintained throughout the tenure of employment in the position.

JOB SUMMARY: MEO- The work involves responsibility for the safe and efficient operation of one or more types of moderately complex motor equipment requiring a Class B CDL in the performance of assigned tasks. An employee is also responsible for making minor repairs and for ordinary servicing to the equipment. The incumbent does related work as required in relation to all prerequisite positions.

MINIMUM QUALIFICATIONS: MEO- One year of experience in the operation of automotive equipment requiring a New York State Class B CDL License.

SPECIAL REQUIREMENT: Possession of a New York State Class B CDL License at time of appointment.

JOB SUMMARY: MEO TRAINEE- This is a trainee position allowing incumbents that have the appropriate class CDL License to gain the experience required to qualify for a Motor Equipment Operator position. The trainee position is for a minimum of one-year term during which time the incumbent learns the essential duties and responsibilities of a Motor Equipment Operator (B). Upon successful completion of both the training period and program, the incumbent's position shall be reclassified to a Motor Equipment Operator I. The description of the program can be found and detailed within the departmental policy. The incumbent does related work as required in relation to all prerequisite positions.

MINIMUM QUALIFICATIONS: MEO TRAINEE- Possession of a New York State Class B CDL 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

JOB SUMMARY: HIGHWAY LABORER- The work involves responsibility for manual work requiring physical endurance and a willingness to perform arduous tasks. Responsibility for the safety of the entire crew is undertaken when flagging and maintaining traffic along a public works project. The highway laborer is responsible for directing the flow of traffic in and around the work zone. Close supervision is maintained over the work at all times. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: HIGHWAY LABORER- Graduation from high school or possession of a high school equivalency diploma.

SPECIAL QUALIFICATIONS: Must possess and maintain a NYS Class D Driver's License throughout employment.

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 19th, 2025

Application Deadline: August 29th, 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