



**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:** **SIGN MAINTENANCE SUPERVISOR**  
(Provisional \* Appointment)

**SALARY:** \$28.54/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 the fabrication or painting of various types of signs as well as the performance of miscellaneous tasks relating to sign construction, installation and maintenance in accordance with State regulations. The work involves laying out, lettering, painting and installing various traffic control signs and highway marking. The work is performed under the general direction of the General Highway Supervisor with leeway permitted for the exercise of independent judgment in carrying out assignments. Supervision is exercised over the work of a small number of Laborers. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of an Associate's Degree in Engineering Technology or related field and two years of experience in traffic sign fabrication and maintenance; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**PROMOTIONAL QUALIFICATIONS:** Three years of permanent status as a Construction Equipment Operator or one year as a Public Works Maintenance Supervisor.

**SPECIAL QUALIFICATIONS:** Possession of a New York State Class B CDL or higher at time of appointment.

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



518.873.3360

**Essex County is an Equal Opportunity Employer**

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

**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.*

**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.

**Posting Date:** January 31<sup>st</sup>, 2024

**Application Deadline:** February 12<sup>th</sup>, 2024

*\*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.*



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