



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

Michael Mascarenas  
County Manager

Stephen McNally  
Chairman of the Board

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- TITLE:** **SR. BUILDING MAINTENANCE HELPER**  
*(Provisional\* Appointment)*
- SALARY:** \$24.91/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 being in immediate charge of the building management activities in the County Complex and various out buildings covered under the Public Works Department. This is supervisory work involving responsibility for seeing that offices and other parts of the building are properly maintained in a clean condition. The incumbent oversees such work programs under general supervision of the Public Works Buildings and Grounds Supervisor and reports to this individual on matters beyond their authority to decide. Supervision is exercised over a number of building maintenance personnel. The incumbent does related work as required.

**Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).**

**PROMOTIONAL QUALIFICATIONS:**

Three years as a Building Maintenance Helper with the Department of Public Works.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and five years of building cleaning experience.



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.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announced 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:** June 8<sup>th</sup>, 2026

**Application Deadline:** June 18<sup>th</sup>, 2026



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