



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

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **SUPERVISING BUS DRIVER**
(Provisional * Appointment)

SALARY: \$23.52/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Transportation, 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 supervising the safe operation of the Public Transportation buses. This is supervisory work involving responsibility for planning bus schedules, making assignments to drivers, and overseeing their work. The major portion of this position involves the actual operation of a bus. The work is performed under the direct supervision of the County Transportation Coordinator. Immediate supervision is exercised over Bus Drivers. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:
Three years of experience in the operation of a bus and experience in planning bus schedules.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:
Must become a 19A Certified Examiner with a valid appropriate level New York State driver's license within 6 months of permanent appointment to position.

Residency Requirement: There is no residency requirement.

(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.

Posting Date: January 31st, 2024

Application Deadline: February 12th, 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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