



# DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

*Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.*

## CAREER OPPORTUNITY

### ***“Building Maintenance Helper(s)”*** Saratoga County Department of Public Works

**Base Bargaining Unit Salary:** \$46,572 (max \$55,753 based on years of service)

***\*\*\*Plus Excellent Benefits Package, Compensation Plan & NYS Retirement\*\*\****

In general an employee in this class assists the Building Maintenance Worker or High-level Maintenance positions in the overall maintenance of buildings and equipment. This position may perform unskilled manual work in performing a variety of tasks connected with the operation, maintenance and cleaning of buildings and related equipment. Miscellaneous minor repair work may be performed, but it does not require the same degree of proficiency and ability as that called for in semi-skilled jobs of Building Maintenance Worker. General directions are received from a higher-ranking maintenance worker in connection with each assignment and supervision is received while work is in process and upon completion. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of an equivalency diploma (GED) and one year of full-time paid experience in manual labor in at least one of the major trades, such as carpentry, plumbing, electrical or HVAC in a large scale or commercial setting.

#### **\*\*SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS\*\***

Candidate must possess a valid NYS Driver's License appropriate for the "type" of vehicle to be operated.

#### **SUBMIT APPLICATIONS TO:**

Personnel Officer – Civil Service Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application.** *Applications must be received in our office by 4:30 PM on date indicated.* Postmarks *will not* be accepted for this position. **No Fax Submissions**

***Applications will continue to be accepted until the vacancy has been filled***

Application is required for consideration and are available in the Human Resources Office or on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov). Resume may not be substituted for Application. No Fax Submissions.

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*