



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **ASSISTANT SUPERVISOR OF BUILDING ENVIRONMENTAL SERVICES (Provisional* Appointment)**

SALARY: \$37,423 - \$47,463 annually

LOCATION: Monroe County Department of Aviation

JOB SUMMARY:

This is a supervisory position responsible for coordinating and directing housekeeping activities for an assigned area. The work is performed in accordance with applicable rules, regulations and codes governing institutional housekeeping. The employee reports directly to, and works under the general supervision of the Supervisor of Environmental Services or other higher level staff member. General supervision is exercised over subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree and one (1) year paid full-time or its part-time equivalent housekeeping experience that involved EITHER: interpreting and implementing policies and procedures, OR scheduling and assigning work activities, OR supervising, training and evaluating employees, OR, developing productivity standards and schedules; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent housekeeping experience, one (1) year of which must have involved EITHER: interpreting and implementing policies and procedures, OR scheduling and assigning work activities, OR supervising, training and evaluating employees, OR, developing productivity standards and schedules; OR,
- (C) Five (5) years paid full-time or its part-time equivalent housekeeping experience, one (1) year of which must have involved EITHER: interpreting and implementing policies and evaluating employees, OR, developing productivity standards and schedules; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C).

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: November 19, 2019

Posting Deadline: Until filled

*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.