



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: BUILDING ENVIRONMENTAL SERVICES ASSOCIATE (Provisional* Appointment)

SALARY: \$27,706 - \$35,539 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a first-line supervisory position responsible for the building cleaning activities of a long-term care facility or other institution. Work involves responsibility for staff training, supervising and scheduling, as well as quality assurance and purchasing-related activities. General supervision is exercised over Senior Building Service Workers and Building Service Workers. The employee reports directly to and works under the general supervision of a higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Three (3) years paid full-time or its part-time equivalent experience in institutional building cleaning or housekeeping activities, two (2) years of which must have been responsible for the following staff supervisory duties: performance evaluation, permission for time off, workload adjustment and discipline; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in institutional building cleaning or housekeeping activities that involved the following staff supervisory duties: performance evaluation, permission for time off, workload adjustment and discipline; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A), and (B) above.

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.

SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES DEPARTMENT
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Deadline: July 23, 2015

*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.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer