



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Building Environmental Services Associate (***Provisional Appointment**)

SALARY: \$26,787 - \$34,430 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.

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 training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENTS:

Applicants must be residents of Monroe County at the time of appointment.

Send Civil Service Application to: Monroe County Department of Human Resources
Monroe Community Hospital
435 East Henrietta Road
Rochester, NY 14620

Posting Deadline: November 9, 2007

*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) on the examination list in order to be eligible for permanent employment.