



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** **BUILDING ENVIRONMENTAL SERVICES ASSOCIATE**  
(Provisional\* Appointment)

**SALARY:** \$35,613 - \$46,918 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 or commercial 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 or commercial 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:**

A candidate needs to have received their primary COVID-19 vaccination series.

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.

### **ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COMMUNITY HOSPITAL  
435 EAST HENRIETT ROAD  
ROCHESTER, NY 146

**Posting Date:** May 30, 2023

**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.