

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.com

Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY

Working Supervisor – Village of Newark Valley

Date Issued: 10/18/21. The work involves responsibility for the efficient and economical use of employees, material and equipment in the maintenance and construction activities for facilities. The work is performed under the general direction of a higher level county department head, municipal official, or district employee. An incumbent is permitted considerable leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. "Straw Boss" supervision is exercised over the activities of buildings and grounds maintenance crews and cleaning staff. Does related work as required.

In accordance with Tioga County Civil Service Rules, the title of Working Supervisor is **Non-competitive.**

Status: Permanent

Work Hours: Full-Time, Monday – Friday 40 hours/week, on-call weekends as required, additional hours required as needed; required to attend various meetings including monthly Village Board meetings

Salary: \$35,000-\$42,000/annually (dependent upon experience); Benefit package available

Location: Village of Newark Valley

Minimum Qualifications: Graduation from high school or possession of high school equivalency diploma and **EITHER:**

- a) Graduation from high school or possession of an equivalency diploma and three (3) years of full-time work experience (or its part-time equivalent) in facilities maintenance, building construction, or closely related field; **OR**
- b) Five (5) years of full-time work experience (or its part-time equivalent) as described above.

SPECIAL REQUIREMENTS (unless specified otherwise): Possession of an appropriate level New York State driver's license at time of appointment and throughout duration of employment.

SPECIAL NECESSARY REQUIREMENT FOR VILLAGE OF NEWARK VALLEY: Possession of current Grade B certification from the New York State Department of Health as prescribed by Sub-Part 5 of the New York State Sanitary Code. Possession of Class B CDL driver's license at time of appointment and throughout duration of employment. (10/21)

Apply to: Village of Newark Valley
9 Park Street
Newark Valley, NY 13811
Phone: 607-642-8686
Fax: 607-238-3808
Email: yonvclerk@stny.rr.com

Apply by: Applications will be accepted until position has been filled.