

# NOTICE OF VACANCY

**DEPARTMENT:** Public Works – Buildings and Grounds  
**TITLE:** Superintendent of Buildings and Grounds  
**SALARY (GRADE):** \$48,637 (29M) plus Excellent Benefits

**THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for supervising the planning, organizing, directing, and operating of the custodial and maintenance activities of buildings and grounds. Although certain activities are performed in an office, the Superintendent inspects work sites and various properties on a routine basis. The incumbent formulates custodial and maintenance policy and considerable latitude is given for the exercise of independent judgment in planning and carrying out the details of the work. Work is performed in accordance with general policies and under the general direction and review of an administrative superior. Supervision is exercised over custodial, maintenance and grounds keeping staff. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of a Bachelor's Degree in construction, engineering technology, or a closely related field **AND** four (4) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Possession of an Associate's Degree in construction, engineering technology, or a closely related field **AND** six (6) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity.

**PROMOTIONAL:** Candidates must have full-time, permanent competitive status for a period of **twenty-four (24) months as a Building Maintenance Supervisor** in the Oneida County Department of Public Works at time of application.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** October 04, 2022

**\*\*Oneida County is an equal opportunity employer\*\***

09/13/2022