



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Works

CIVIL SERVICE TITLE: Assistant Superintendent of Buildings and Grounds (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$56,178 (25B) Plus Excellent Benefits

APPLICATION DEADLINE: April 03, 2026

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing the efficient and economical operation and maintenance of buildings, grounds, and equipment. An incumbent in this position assists with the planning, organizing, and directing of custodial and maintenance activities of buildings and grounds. Considerable leeway is given to the incumbent in planning and directing work programs. Work is performed in accordance with general policies and under the general supervision of a Department Head or higher-level staff person. Supervision is exercised over custodial and maintenance staff. The incumbent performs related work as required.

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

- (A) Possession of Associate'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) Graduation from high school or possession of a high school equivalency diploma **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*.

***Supervisory experience** must include supervision of the operation and maintenance of heating, ventilating, and air conditioning (HVAC) systems.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 03/20/2026