



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sewer Department

Job Title: MAINTENANCE HELPER (Multiple Shifts Available*)

Salary Range: \$46,572-\$55,753* (*Based on years of service employed with Saratoga County)

Work Location: 1002 Hudson River Road, Mechanicville, NY 12118

Classification: Non-Competitive (No Exam Required)

Job Description

Provides assistance to the Maintenance Worker or higher-level Maintenance position in the Sewer District relating to the overall maintenance of buildings and equipment overseen by the Sewer District. Miscellaneous minor repair work may be performed independently, but does not require the same degree of proficiency and ability as that called for in the more skilled positions. General directions are received in connection with assignments and supervision is received while work is in progress and upon completion. Supervision is not typically a requirement of this title but some direction may be required over the work of laborers assigned to assist on specific tasks; Does related work as required. *Shifts and schedule to be determined/discussed at interview level.

Minimum Qualifications (at least)

Graduation from High School or possession of an equivalency diploma (GED) and one (1) year of full- time paid experience in manual labor in at least one of the major trades, such as carpentry, plumbing, electrical or HVAC, in a large-scale commercial setting.

SPECIAL REQUIREMENT: Candidate must possess, and maintain, a valid New York State Driver's License appropriate for the type of vehicle to be operated.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Assists in a wide variety of repairs to pumps, mechanical screens, gritting equipment, chlorine machines, sludge and grit conveyors, filters and piping and other pneumatic and hydraulic equipment;
- Assists in inspection and preventative maintenance on pumping machinery, conveyors, filters, grit chambers, and other plant equipment;
- Assists in installation and repair to electrical fixtures and circuits;
- Replaces defective fuses and light bulbs;



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- Performs a variety of minor mechanical and simple plumbing tasks;
- Assists in the installation of new equipment;
- Assists in a variety of building and grounds maintenance tasks;
- May operate a motor vehicle in performance of duties.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue through May 3, 2024 or until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.