



**DATE:** April 2, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is not a competitive class position.)

**FROM:** Brendan Masterson, Commissioner of Department of Public Works  
313 Shamrock Lane, Kingston, NY 12401

**JOB VACANCY:** Building Maintenance Specialist / Contingent Permanent/Temporary / Full-Time / Benefited

**LOCATION:** Pub Works Bldg

**SALARY:** \$25.44 / hour (Grade 11)

**FILL DATE:** April 23, 2025

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises and performs skilled building trades work requiring a comprehensive knowledge of all aspects of one or more of the building construction or maintenance trades such as carpentry, plumbing or masonry. Instructions received are general in nature and the employee is expected to plan and execute the work independently. Supervision is exercised as needed over building trades workers, building maintenance workers and other repair and maintenance personnel. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of all aspects of one or more of the building construction or maintenance trades; good knowledge of building and repair procedures; good knowledge of safety precautions necessary in the performance of the work; ability to follow oral and written instructions; ability to lay out work and estimate required materials, tools and personnel; ability to supervise the work of others; skill in the use of the tools of the trade; manual dexterity; mechanical aptitude; initiative; willingness to respond to calls on a 24 hour a day basis; good physical condition.

**MINIMUM QUALIFICATIONS:** Three (3) years of experience as a journeyman level trades worker in one or more of the building construction or maintenance trades.

**Note:** A journeyman trades worker for purposes of these qualifications is defined as an individual who has completed an apprenticeship program working under the direction of a skilled trades worker; OR an individual who has worked as a helper or assistant to a skilled trades worker for a minimum of four (4) years. Advanced specialized formal training may be substituted for the required four (4) years of experience on a year for year basis; HOWEVER, in no case may training be substituted for the required three (3) years of journeyman level experience described in the minimum qualifications.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.