



DATE: July 8, 2025

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

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

JOB VACANCY: Senior Building Maintenance Specialist / Permanent/Provisional / Full-Time / Benefited

LOCATION: Joys Lane

SALARY: \$29.28 / hour (Grade 13)

FILL DATE: July 29, 2025

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises and performs skilled building trades work 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 incumbent is expected to schedule and execute the work independently. Supervision is exercised over building maintenance specialists, 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: Thorough knowledge of all aspects of one or more of the building construction or maintenance trades; thorough knowledge of building repair and maintenance procedures; thorough knowledge of safety precautions necessary in the performance of the work; ability to follow oral and written instructions; ability to lay out and schedule work and estimate required materials, tools and personnel; ability to plan and supervise the work of others; ability to maintain records; skill in the use of the tools of the trade; mechanical aptitude; initiative; good judgment; dependability; willingness to respond to calls on a 24 hour a day basis; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Five (5) years of full-time paid or its part-time equivalent journey level experience in one or more of the building construction or maintenance trades, two (2) years of which must have been in a supervisory capacity.

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 Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

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.