

DATE: September 8, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

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

JOB VACANCY: Projects Manager II/ Permanent/Provisional / Full-Time / Benefited

LOCATION: Pub Works Bldg

SALARY: \$41.49 / hour (Grade 18)

FILL DATE: September 29, 2025



DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of performing duties related to all county construction projects, including in-house projects and those executed by private contractors. The position is also responsible for assisting in the coordination of building security systems, computerized climate control systems and preventative maintenance contract compliance. The work is performed under the general supervision of the Senior Projects Manager, Maintenance Coordinator and Commissioner of Buildings and Grounds with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over the work of others engaged in functions related to project construction and building maintenance and building maintenance contracts. Does related work as required.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern building construction materials, methods and equipment; thorough knowledge of commercial building heating, ventilation, air balance and air conditioning systems and the ability to troubleshoot same; good knowledge of electrical systems; good knowledge of various computer systems and programs utilized in building construction and maintenance; ability to read, understand and interpret plans, specifications and blueprints; ability to carry out oral and written directions; ability to present ideas clearly, both orally and in writing; ability to solve construction-related problems; ability to deal effectively with and secure the cooperation of others; resourcefulness in the solution of administrative problems; reliability; sound judgement; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in Engineering, Architecture or related field and five (5) years of responsible supervisory experience in the construction of large projects, institutional buildings or related work; **OR**
- B. Possession of a high school diploma or a high school equivalency diploma and nine (9) years of responsible supervisory experience in the construction of large projects, institutional buildings or related work; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

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.

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.