

DATE: January 6, 2026

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

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

JOB VACANCY: Projects Manager / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Pub Works Bldg

SALARY: \$40.91 / hour (Grade 17)

FILL DATE: January 27, 2026



DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as management's representative on all county construction projects executed by private contractors. Supervision is received from the Commissioner or Deputy Commissioner of Public Works. The employee is allowed wide leeway in technical and administrative details. Supervision is exercised over the work of County employees engaged in functions related to projects construction. Oversight is exercised over all contract personnel. 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 building heating, ventilation, air balance and air conditioning systems and ability to trouble shoot same; ability to read and interpret plans, specifications and blueprints; ability to carry out oral and written directions; ability to present ideas clearly, orally and in writing; ability to supervise the work of others; tact; courtesy; resourcefulness in the solution of administration problems; good physical condition.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Engineering or Architecture or related field and four (4) years of responsible supervisory experience in the construction of large projects, institutional buildings or related work; OR
- B. Eight (8) years of construction, building maintenance or building trade experience, at least four (4) years of which must have been 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. 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.