

SARATOGA/CAPITAL DISTRICT REGION
VACANCY NOTICE

TITLE: Park and Rec Aide 4

PAY RATE: \$12.50

LOCATION: Crown Point State Historic Site, New York

JURISDICTIONAL CLASS: Non-Competitive

NEGOTIATING UNIT: CSEA (Operational Services Unit)

TYPE OF APPOINTMENT: Seasonal, July 1, 2021 thru August 30, 2021 (possibly longer)

DUTIES AND RESPONSIBILITIES: Under the direction of the Historic Site Manager or Maintenance Supervisor, the selected candidate will be involved in every aspect of park maintenance, both skilled and semi-skilled areas. The incumbent will perform building and ground maintenance and cleaning activities. Experience operating on, tractors, trimmers and UTV's is also necessary to function in this position. Incumbent will assist in performing semi-skilled maintenance and repair activities in a variety of trades such as painting, carpentry, and mechanical repairs. May participate in general event set up and take down of tents, tables, chairs and other necessary equipment as operationally needed.

MINIMUM QUALIFICATIONS: Applicants must have previous experience and training in various semi-skilled trades including basic carpentry, painting and general mechanical maintenance. Applicants must be physically able to perform medium to heavy physical labor. Must be willing to work outdoors in various weather conditions. Must be able to communicate well with other staff and park patrons.

OPERATIONAL NEEDS:

- Ability to provide customer service
- Have or be willing to complete First Aid, CPR and AED certification
- Ability to communicate in writing and to read and comprehend written material
- Applicants must be at least 18 years of age and possess a valid New York State Driver's License
- Work schedule will be Mon-Fri 7:00 am to 3:30 pm. Must be able to work weekends, holidays and evenings based on operational needs

It is the responsibility of each applicant to accurately describe his or her experience and demonstrate that he/she meets the minimum qualifications. If you are interested in being considered for this vacancy, please submit your application or resume to **Lisa Polay Crown Point State State Historic Site 21 Grandview Drive. Crown Point, NY 12928** If you have any questions concerning the position, please contact Ms. Polay @ 518-597-4667. All qualified persons are invited and encouraged to apply.

POSTING DATE: June 1, 2021

APPLICATIONS ACCEPTED UNTIL: July 2, 2021