

# WAYNE COUNTY - JOB LEADS

April 9, 2018



Finger Lakes Works – Career Center

Telephone: (315) 946-7270

Fax: (315) 946-7271 & (315) 946-7709

**We are located in The Wayne County Health Services Building/Campus  
Tobacco is not allowed on the premises**

We update The Finger Lakes Works job leads weekly on our Wayne County website.

Just go to: [web.co.wayne.ny.us](http://web.co.wayne.ny.us) and click on Workforce Development.

For other Job Leads in the Finger Lakes check out: [www.fingerlakesworks.com](http://www.fingerlakesworks.com)

## **EMPLOYERS CONTINUOUSLY ACCEPTING APPLICATIONS**

### **Optimax Systems, Inc.**

[www.optimaxsi.com](http://www.optimaxsi.com)

6367 Dean Parkway, Ontario, NY 14519

[jobs@optimaxsi.com](mailto:jobs@optimaxsi.com)

Fax: (585)265-0793

### **Lifetime Care Home Health Care and Hospice**

[www.lifetimecare.org](http://www.lifetimecare.org)

Tuition-free Home Health Aide training is available. Job and \$250 stipend after successful completion. Are you already a C.N.A. or Certified HHA? Complete our one day competency evaluation. A retention bonus of up to \$2,500 may be available (restrictions apply; inquire for details). We offer: competitive hourly rates, paid holidays, vacation and sick time, mileage reimbursement (.45/mile), medical and dental insurance, retirement plan, and paid holidays. Minimum qualifications: High school diploma/GED, reliable transportation and be willing to travel. Caregiving experience is helpful. Candidates must be available Monday-Friday from 8:00am-5:00pm to complete the 3 week training program (if already certified, must be available 8:30am-5:00pm on evaluation day).

### **Trusted Kiosk**

[careers@trustedkiosk.com](mailto:careers@trustedkiosk.com)

888-772-6501

A marketing company that promotes home delivery subscriptions of The Daily Messenger newspaper at local retail/grocery stores/ and festivals/events is seeking an individual that is 18 years of age, or older with a valid driver's license and reliable transportation. Must have the ability to deal with the public (sales experience is a plus but not necessary). Must have a desire to succeed and ability to work unsupervised. This position enjoys part time hours with full time pay, no telephone work, no door-to-door sales, professional sales training and support, and outstanding commissions

### **A\*4TD**

[www.a4td.org](http://www.a4td.org)

1-800-439-3307

Associates for Training & Development  
Senior Community Service Employment Program (SCSEP)

The purpose of the SCSEP is to offer a "stepping stone" back into the workforce. SCSEP helps people find employment by providing paid training assignments and job search assistance.

#### **To be eligible for this program:**

- ✓ Be willing to participate in occupational skills training and receive job search assistance
- ✓ Be 55 or older
- ✓ Be currently unemployed
- ✓ Have a household income that does not exceed program requirements

### **Foster Grandparent Program**

[www.waynecap.org](http://www.waynecap.org)

(315)665-0131

Do you need some extra money? Become a volunteer. Volunteers needed in Seneca, Ontario, Wayne, and Yates Counties. Volunteers are compensated for their time and travel costs. Provide individual attention and unhurried help to children who have special needs. Sites include schools, daycares, and Head Start centers.

### **Randstad**

[www.randstadusa.com](http://www.randstadusa.com)

[Brittany.cahill@randstadusa.com](mailto:Brittany.cahill@randstadusa.com)

315-589-1931

While working, all employees are trained and mentored for success for the potential to get hired on full-time. At Randstad, we offer more than just a great job; our talent is eligible to receive benefits such as Medical, Vision, and Dental. Job requirements: must be willing to submit to background and drug test. High School diploma or equivalent required.

# **TOPS Super Market**

## **Lyons**

**Hiring for Store Associates**

**Apply now at:**

**Topsmarkets.com**

1/16/18

### **Wayne-Finger Lakes Board of Cooperative Educational Services (BOCES)**

[www.wflboces.org](http://www.wflboces.org)

315-332-7291

315-332-7296

Serving 25 school districts within the four counties of Ontario, Wayne, Seneca and Yates.

Certified positions must complete on-line job application:

- **SCHOOL BUSINESS OFFICIAL**
- **FINANCE SYSTEMS SPECIALIST**
- **EDUCATION PROFESSIONS INSTRUCTOR**
- **SPECIAL EDUCATION INSTRUCTOR**
- **SHARED DATA COORDINATOR**
- **SPEECH-LANGUAGE PATHOLOGISTS**
- **STUDENT SERVICES SPECIALIST**
- **INSTRUCTIONAL PATHWAYS COORDINATORS**

Non-Certified Positions must complete both BOCES non-certified application and Civil Service application for non-certified positions:

- **HVAC SERVICE ENGINEER**
- **PAYROLL SPECIALISTS**
- **SCHOOL AIDES (FULL TIME & SUBSTITUTES)**
- **LABORERS (FULL TIME & SUBSTITUTES)**

Openings for its 2018 internal summer school program, which at our various special education site locations.

- **SPECIAL EDUCATION TEACHERS**
- **TEACHING ASSISTANTS**
- **SPEECH THERAPISTS**
- **SCHOOL PSYCHOLOGISTS**
- **SCHOOL SOCIAL WORKERS**
- **SCHOOL AIDES**
- **RNS AND LPNS**

### **WAYNE ARC**

Continuously accepting applications for:

**Direct Support Professional (F/T, P/T)**

**Production Worker (Sub/Relief)**

**Respite-Recreation Aide supporting individuals with developmental disabilities**

**Substitute-Preschool Classroom-Roosevelt Children's Center**

Find out more and apply on Wayne ARC website

[www.waynearc.org](http://www.waynearc.org)

Updated 4/9/2018

### **Newspaper delivery routes in Wayne County**

(585)337-4289

### **Superior Truck Lines, Inc.**

(315)597-5102

**TRUCKING SCHOOL GRADUATE TRAINEES:** Training is available for trucking school graduates that have their Class A license, but have no or limited experience. You can contact us directly to get details on how to apply and answer questions you may have about our program.

**EXPERIENCED DRIVERS:** \*Revised pay scale for experienced drivers. \*Annual wage potential of 60k Medical, Eye glass & Dental Health Plan. \*All miles paid including empty or bobtail. \*Paid Vacations, detention, layover, breakdown. \*No touch Freight, Drop and Hook deliveries \*Based out of your home. \*Assigned to a truck, no slip seating. \*Tuition payback program \*Local positions also available. Terminal location Port Gibson, NY

As an applicant you will be subjected to all US DOT requirements which include, but is not limited to:

- Must have a valid Class A license and current DOT Physical.
- Will be required to take a road test.
- Will be required to take a Federal pre-employment drug screen.
- We will be considering all experience levels and history.

This is a solid opportunity for drivers to make a career choice to find a home in the trucking industry.

Please call, so we can discuss where you might fit in.

### **Relco Systems**

[www.relcosystems.com](http://www.relcosystems.com)

Sam Miller @ (800)262-1020 extension 228

CDL A – Guaranteed mileage! Earn up to \$70K plus. You choose your home time. Hourly \* Regional Dedicated Lane \* Long Distance.

- Progressive pay based on experience with annual increases – changing jobs shouldn't mean starting over.
- Paid training & Dependability pay
- Safety Bonus Program & DOT Inspection Bonuses
- Huge Driver referral bonuses
- Generous benefits packages
- Family atmosphere

### **BBX Transportation**

[www.bbxtrans.com](http://www.bbxtrans.com)

Sam Miller @ (888)480-1055 extension 228

CDL A – Guaranteed mileage! Regional dedicated – earn up to \$70K plus!

- Progressive pay scale that rewards drivers for their experience – with annual increases.
- Paid training
- Dependability pay
- Safety Bonus Program
- DOT Inspection Bonuses
- Huge driver referral bonuses
- Generous benefits packages
- Regional Lanes – out and back!
- Family atmosphere

**DOUBLE DRIVERS** – Earn up to \$80K plus!

## **“BACK TO WORK WARDROBE”**

Wellspring Church  
22 Teft Ave  
Clifton Springs, NY

Wellspring Church, as part of a community outreach program and connected to Hearts of Gold Ministry has compiled a back to work wardrobe. It consists of suits, dresses, and shoes suitable for face to face job interviews to anyone in need!

Open every Tuesday from 10:00am-2:00pm  
Call the church at (315) 548-6296

or

Donna at (315) 462-9620 for a different time!

## **FEATURED JOB LEADS**

### **MICRO-TECH MACHINE – NEWARK**

Hiring now!!

**Title:** CNC Operator

**Minimum Experience:** Experience with gauging required to check a part. Ability to interpret and understand drawings. Basic math skills. Basic problem solving skills. Experience with CNC machinery. Communication skills to perform professionally with co-workers. Setup experience is helpful but not necessary.

**Email for application info:** Attn: Human Resources at [info@microtechmachine.com](mailto:info@microtechmachine.com)

**Apply:** In person, fax, or by mail.

**Mail:** Attention: Human Resources  
Micro-Tech Machine, Inc.  
301 Westshore Blvd.  
Newark, NY 14513

**Fax:** 315-331-0142 Attention: Human Resources Personnel

Updated 3/19/2018



Come join one of the largest employers in Wayne County!

We are looking for:

Direct Support Professionals (DSP) - Job coaches - Drivers/substitutes  
Food service aides - Teacher aides/substitutes  
- Respite/recreation aides and more!

Our agency offers great benefits, a fast-paced environment, paid training, and career advancement opportunities. We are a family of more than 550 employees who support more than 1,700 individuals in our community who have special needs.

Get a Jump Start Apply Ahead of Time ONLINE at <https://waynearc.applicantpro.com/jobs/> or call 315-331-7741

Updated 3/19/18

**SODEXO – WAYNE COUNTY NURSING HOME – LYONS**

**Cook P/T || Food Service Worker P/T || Environmental Service Attendant P/T**

**To Apply for a Sodexo job:**

*\*All Sodexo applications are electronic*

1. [www.Sodexo.jobs](http://www.Sodexo.jobs)

\* You can also do a web search for “Sodexo Jobs”

2. Click on link (box on left side of page) to search jobs

3. Fill in steps 1 and 2, then click “GO”

4. To search for jobs at Wayne County Nursing Home:

\* Type “14489” in search box at top center of page

Questions? Email [Katherine.Hall@sodexo.com](mailto:Katherine.Hall@sodexo.com)

Updated 3/19/18

**Schools/Daycare/Education**

**PAL-MAC CENTRAL SCHOOL DISTRICT –**

Accepting applications for the following  
vacancies:

**|| Substitute Teachers || Teacher Aides ||  
Bus Drivers || Custodian || Food Service  
Helper || Senior Clerk Typist**

To Apply go to <http://www.palmacsd.org>  
or contact the Human Resources office at  
(315) 597-3432

Updated 3/19/2018

**WANTED TEACHING ASSISTANT**

**The Red Creek Central School District**  
Is seeking candidates for a full-time **Special  
Education Teaching Assistant**

Applicant must possess at least a Level 1  
NYS Teaching Assistant Certification

**Download an application at [www.rccsd.org](http://www.rccsd.org)  
or send resume to:**

Business Administration  
Red Creek Central School District  
PO Box 190  
Red Creek, New York 13143

Updated 4/9/2018

**Position Announcement – LITERACY VOLUNTEERS OF WAYNE COUNTY  
Program Assistant: Full Time or Part Time**

Make a Difference through one or more of our growing programs!

- Computer and Workplace Literacy
- Adult Literacy and English Language Tutoring
- Early Childhood Education

Good computer skills and a strong employment/educational history required. Send resume and  
cover letter top: [LVWayne@LVWayne.org](mailto:LVWayne@LVWayne.org)

Updated 3/30/2018

**CLYDE-SAVANNAH CENTRAL SCHOOL DISTRICT** – Has the following openings for the 2017-2018 school  
year:

**Anticipated Long Term Sub || Technology Teacher || Social Studies Teacher || Senior Clerk Typist  
Teacher Assistants || ELA Teacher || ESL Teacher || Math Teacher || Speech and Language Pathologist  
Spanish Teacher || Teacher Aides\* || Substitute Bus Drivers || Substitute Teachers  
Substitute Nurse**

Qualifications include experience working with children and a dedication to team work.

**APPLICATION PROCEDURE:** You must complete and submit a Wayne County Civil Service Application for  
apply for this position. APPLICATION LINK: <http://www.clydesavannah.org>

For further information and how to apply go to [www.clydesavannah.org](http://www.clydesavannah.org)

Updated 3/19/2018

**Geneva City Schools**  
Teacher openings 2018/2019

*Long Term Substitutes:*

**Social Studies 7-12**

**School Psychologist**

*Probationary:*

**Bilingual Elementary**

**Elementary**

**Earth Science**

**Special Education K-12**

Interested certified candidates should mail, FAX or email a letter of interest, resume, placement credentials, transcripts, district teaching application (accessed from our web-site) and three confidential recommendations.

AA/EOE by Choice. Send to:

Stephen Kruger, Assistant Superintendent  
For Administrative Services

**Administrative Center**

**400 West North Street, Geneva, NY 14456**

**Phone: 315-781-0400**

**FAX: 315-781-5461**

**Email:**

[humanresources@genevacsd.org](mailto:humanresources@genevacsd.org)

Updated 3/2/2018

**FRONT DESK CLERK**

**RECEPTIONIST**

**EFFECTIVE IMMEDIATELY**

The Red Creek Central School District is seeking candidates for the position of Front Desk Clerk (Receptionist) at the Community Recreational Center.

The position is part-time and salary will be \$10.40 per hour.

Applicants must be a high school graduate and have at least one (1) year of experience in the clerical field. Applicants also must be familiar with personal computers and have good communication skills.

For information or application, call (315)-754-2066 or send resume to:

*Marc B. Blankenberg, Community Center  
Director*

*Red Creek Community Center  
PO BOX 190*

*Red Creek, New York 13143*

Updated 3/12/2018

**RED CREEK CENTRAL  
SCHOOL DISTRICT** hiring for  
the following positions:

**Substitute School Monitors,  
Substitute Teaching  
Assistants, and Substitute  
Teacher Aides**

To apply please visit

<http://www.rccsd.org> or send  
resume to:

Business Administration- Red  
Creek Central School District  
PO Box 190 Red Creek, NY  
13143

Updated 3/12/2018

**NORTH ROSE-WOLCOTT CENTRAL SCHOOL**

**DISTRICT** – Is seeking candidates for the following  
anticipated positions for the 2017-2018 school year:

**\*\*NEW\*\* ANTICIPATED OPENINGS:**

**Living Environment Teacher || LTS Special Education  
Teacher || Math Teacher (2018-2019) || LTS TESOL  
Teacher || Grant Program Aides & Teachers (2018-  
2019) || Fitness Center attendants || Elementary  
Teachers and LTS Elementary Teachers (2018-2019)  
|| Science Teacher (2018-2019) || Grant Program  
Teachers and Teaching Assistants, Summer School  
Extended School Year Program || Summer School  
Elementary School || LTS Speech Teacher**

**CONTINUAL RECRUITMENT:**

**Substitute Teachers. Substitute Teaching Assistants.  
Substitute RN. Bus Drivers. Cleaners. Substitute Bus  
Drivers. Food Service Workers. Monitors.**

APPLY ONLINE - Please go to [www.nrwcs.org](http://www.nrwcs.org) and click  
on "Employment Information" for complete instructions on  
the application process.

Updated 4/9/2018

## **WAYNE COUNTY ACTION PROGRAM**

**Youth and Family Intervention Program** - We are in need of a few good men and women to provide respite/skill building services for children and youth between the ages of 8 – 18 years old whom are emotionally, mentally, and/or behaviorally challenged, who may be at risk of out-of-home placement. The purpose of respite/skill building services is to preserve, strengthen, stabilize, and support the children and their families we serve as a unit. The Respite Program provides four levels of service: On-going Skill Building Services, Community Respite Services, Planned Overnight Services, and Extended Overnight Respite Services. We provide an hourly per diem rate and/or overnight rate, plus mileage reimbursement. Interested individuals can download the application on this page. For more information call 315-483-8080 or email [sharon.clovis@waynecap.org](mailto:sharon.clovis@waynecap.org)

**Youth and Family Intervention Program** - seeking a per diem Facilitator. Individuals will be facilitators for Parent Enhancement Skills Workshops. Facilitators will receive initial and ongoing comprehensive training, continued support, and gain the ability to confidently facilitate and/or co-facilitate structured workshops in Wayne County.

**Newark Head Start** - seeking a Home Based Visitor to work 40 hours per week, 52 weeks per year. The hours are 7:15am – 3:45pm Monday through Friday, with a 1/2 hour lunch each day.

**Newark Head Start** - seeking a Custodian to work 40 hours per week 52 weeks per year. The hours are Monday through Thursday 1:30pm – 10pm and from 11am – 7:30pm Friday with a 1/2 hour lunch each day.

**Newark Head Start** - seeking an Aide to work 25 hours per week, 43 weeks per year 8:30am – 1:30pm Monday through Friday.

**Lyons UPK** - Lyons UPK is seeking a Teacher to work 40 hours per week 44 weeks per year. The hours are 7am – 3:30pm Monday through Friday with a 1/2 hour lunch each day.

**Sodus Head Start** - seeking a Home Base Specialist to work 37.5 hours per week, 52 weeks per year. The hours are 7:30 – 3:30pm Monday through Friday, with a 1/2 hour lunch each day.

**The Success Center Transitional House** - seeking a Transitional Specialist to work full time 3pm – 11pm Monday through Friday. Experience with case management working with mental health and/or substance abuse population preferred. Education minimum A.S. degree in Human Services or equivalent combination of education and work experience. Must be familiar with MS Office Suite of applications. Must be comfortable working independently as well as in a team environment.

**Wayne County Action Program** – seeking a crew member to weatherize dwellings in Ontario and Wayne County. Duties include: installation of windows, doors, weather-strip kits etc. Carpentry work such as roof repair, foundation repair and installation of various materials.

**HS:** Always seeking applications for Aides and substitutes for the Head Start Program, Advantage After School Program, and Success Center.

**\*\*\*If you are interested in a job at the Wayne County Action Program, Inc. please fill out an application and submit it along with 3 reference forms\*\*\***

Applications can be found at <https://waynecap.org/opportunities/careers/>

Mail it to:

Wayne County Action Program, Inc.  
159 Montezuma St. Lyons, NY14489

Updated 3/8/2018

## Medical/Health Care/Human Services

### CAREGIVERS WANTED

If you enjoy working with seniors, we want you! Join our team and become a Home Instead Senior Care CAREGiver, providing non-medical companion and home helper services to seniors in your community. Training and support provided. No medical degree necessary. Competitive pay rate. Join us for a job that nurtures the soul! Apply online [www.homeinstead.com/706](http://www.homeinstead.com/706). For more information, call Melissa Slater: (315)-252-2354  
Each Home Instead Senior Care® franchise office is independently owned and operated.

Updated 3/12/2018

**PHYSICAL THERAPIST:** Part time, approximately 20-25 hours per week, Outpatient Orthopedic, sports medicine in Western Wayne County. Competitive salary and benefits, wide variety caseload, great career potential. Will consider Physical Therapist Assistant. Please fax resume to 315-986-0958

Updated 3/12/2018

**COMPANION CAREGIVERS** – Happier at Home- Part time, flexible schedule. Very rewarding experience helping others! Driver's license and vehicle required, experience a plus. Apply online at [www.happierathome.com](http://www.happierathome.com). For questions, please call (585) 633-5555

Updated 3/19/18

### WAYNE ARC- We're hiring!

Find your next career at Wayne ARC, and make a difference in the life of someone with a developmental disability. We have openings in multiple programs!

Residential || Community Services || Key Industries || Roosevelt Children's Center

Visit [www.waynearc.org/jobs](http://www.waynearc.org/jobs) to see the full list of job openings

Updated 3/19/2018

### The Bickford Home in Macedon Proudly Serving America's Veterans since 1967 (Family Owned and Operated)

We are seeking a responsible, reliable individual to join our team as

#### EVENING SHIFT ATTENDANT

Hours are 3pm-11pm, Thursday, Friday and Saturday

Duties include; serving of evening meal, assistance with medications, socializing with and ensuring the overall safety and well-being of our residents. No experience necessary. We offer training, bonuses and a great family-oriented work environment. Interested candidates please stop by Monday-Friday between 8am and 5pm to complete an application.

We are located at 56 W. Main Street, Macedon, NY 14502.

**We look forward to meeting you!**

Updated 3/5/2018

### **WANTED: RN Supervisors. Staff RN's and LPN's** **Wayne County Nursing Home and Rehab Center**

**Excellent Benefits:** sick time, 13 holidays, vacation days, health and dental insurance, NYS retirement.

Apply at: Wayne County Nursing Home 1529 Nye Road, Lyons, NY 14489

Or contact us via email at: [wcnh@co.wayne.ny.us](mailto:wcnh@co.wayne.ny.us)

Job descriptions may be viewed on our website under employment opportunities, at

[www.waynecountynursinghome.org](http://www.waynecountynursinghome.org)

Equal Opportunity Employer

Updated 3/2/2018

## JOIN THE NEW YORK STATE WORKFORCE

### As a Licensed Practical Nurse (LPN)!

Salary range: \$37,366 to \$45,857

The Finger Lakes DDSO is seeking LPNs in Wayne and Ontario County

**Minimum Qualifications:** Must have a current license and registration to practice in NYS, or a limited permit to practice in NYS, or an application on file for a limited permit to practice in NYS

### As a Direct Support Professional!

Salary Range: \$31,691 to \$43,443

Finger Lakes DDSO will be continuously administering the Civil Service Exam for Direct Support Professionals throughout Ontario and Wayne Counties

**Minimum Qualifications:** High School Diploma or GED equivalent; you must have a valid license to operate a motor vehicle in NYS at the time of appointment and continuously thereafter

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**For more information & Exam Application: Finger Lakes DDSO Human Resources Office:**  
(585)-461-8800

E-Mail: [Thomas.F.Fitzsimmons@opwdd.ny.gov](mailto:Thomas.F.Fitzsimmons@opwdd.ny.gov)

NYS Office for People with Developmental Disabilities (OPWDD) Office of Human Resources  
Finger Lakes DDSO, 620 Westfall Rd., Rochester, NY 14620

*An Affirmative Action/ Equal Opportunity Employer*

Updated 3/30/2018

### The Terrace at Newark

is looking for

#### **HHA/PCA to join our team!**

Assisted Living Community Center is looking for reliable, energetic and kind person to provide care to residents. Residents want staff that are trustworthy and have experience providing assistance with ADL's. Shifts are 3:00-11:00 and 11:00-7:00. Apply in person at The Terrace at Newark at 208 State Route 88 South, Newark, NY 14513 or online at: [www.terraceatnewark.com](http://www.terraceatnewark.com)

Updated 3/19/2018

#### **Pharmacy Technician – Full time, Newark-Wayne Community Hospital**

1 year experience in a clinical, retail or healthcare setting required.

#### **Food Service Associate – Part Time, Newark-Wayne Community Hospital**

Must be able to follow directions, have excellent customer service, and be responsible, attentive and dependable. Job duties include food preparation, delivering food carts to and from units and cleaning

#### **Housekeeper – Part Time, Newark-Wayne Community Hospital**

Performing a variety of general cleaning tasks. Must have a strong attention to detail, the ability to understand English and be able to follow verbal and written directions.

#### **Hospitality Assistant – Part Time, Newark-Wayne Community Hospital**

Assist patients with meal selections, delivery of meals, accurately fill and deliver supplies to unit

#### **Security Guard – Part Time, Newark-Wayne Community Hospital**

6-12 months of security guard (or related field) experience preferred. Investigate cases of detected or criminal and safety matters, transfer and discharge patients as requested, monitor and control employee and visitor parking

Apply online at: [www.rochesterregional.org](http://www.rochesterregional.org)

Updated 3/19/2018



### **THERAPY AIDE**

Full Time evening therapy aide position at our Newark location. Great benefit package & Competitive wage package  
Please apply with resume at

[resume@filacra.org](mailto:resume@filacra.org)

Updated 3/1/2018

### **NEWARK MANOR**

*Full Time and Part Time CNA's and Staff Helpers who would like to become CNA's*  
Applications are available in the Business Office

For questions regarding the positions please call

(315)- 331-4690

222 West Pearl Street, Newark

Updated 4/9/2018

### **Medical Solutions, Inc.**

Hiring Caring, Reliable, Experienced **LPN, CNA, PATIENT SAFETY ATTENDANTS**

- Monroe, Wayne, Ontario Counties
- All Shifts
- Flexible Schedule
- Part-Time, Full-Time or Per Diem
- Competitive Wage – Referral Bonus
  - Good extra income!

**Apply to: Jill at 585-259-0984**

**Email resume: [recruiting@MSFingerLakes.com](mailto:recruiting@MSFingerLakes.com)**

**Online: [www.MSFingerLakes.com](http://www.MSFingerLakes.com)**

Updated 4/2/2018

### **SODUS REHABILITATION AND NURSING CENTER - SODUS, NY**

**RN Supervisor**

**LPNs, CNAs**

**PTA**

**Part Time Receptionist - Evenings**

Sodus Rehabilitation & Nursing Center – Come join our team of caring professionals, dedicated nursing staff! We offer flexible schedules and are seeking all shifts! Offering a sign on bonus! Please contact Brittany Lawson – Director of Human Resources, (315) 483-9118 ext 133. [blawson@sodusrehab.com](mailto:blawson@sodusrehab.com)

Updated 4/9/2018

### **WE'RE HIRING! – WAYNE ARC**

Want to make a difference in your community?  
Come join us for the start of a new career with exciting benefits and a great culture!

We have openings in:

- Residential
  - Community Services
  - Key Industries
  - Roosevelt Children's Center
- And More!**

**Visit [waynearc.org/jobs](http://waynearc.org/jobs) to find out more and see all of our open positions**

Updated 3/30/2018

### **Hair Dresser**

**Part Time or Chair Rental**

Hair Elegance in Seneca Falls, NY

13148

For more info call 315-568-2063

Updated 3/2/2018

## *REGISTERED PROFESSIONAL NURSE*

Applications are being accepted at the Wayne County Human Resource Office for the position of registered professional nurse at Wayne County Mental Health.

2018 Hourly Rate: \$25.397 - \$30.857

Last Filing Date: Wednesday, April 11, 2018

Please include a copy of your current license.

Distinguishing features of the class: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel does related work as required.

Typical Work activities:

- Assesses patient nursing care needs and prepares and carries out a nursing care plan;
- Supervises sub-professional nursing personnel;
- Is responsible for the care of patients and their quarters, including making beds, changing linen, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
- Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
- Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
- Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
- Performs related services for patients in the prevention of illness and the attainment of maximum health;
- Makes contact with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
- Maintains a variety of records and prepares reports

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:** Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skills in their application; working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients; physicians and others; ability to plan and supervise the work of sub professional and non-technical personnel; good observation; mental alertness, firmness; initiative; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

**Minimum Qualifications:** Graduation from a school of nursing approved by State Education Department from a course approved by such department qualifying for Registered Professional Nurse.

**Special Requirements:** Eligibility for a license issued by the state of NY to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.

Updated 3/23/2018

## Skilled/Manufacturing/Labor

### BERRY GLOBAL INC (BERRY PLASTICS) MACEDON NOW HIRING ON THEIR WEBSITE FOR THE FOLLOWING POSITIONS:

- Extrusion Operator
- Group Lead- Shipping
- Maintenance Electrician/ Mechanic – Printing
- Maintenance Electrician/Mechanic – Extrusion and Converting
- Ink Technician
- Converting Trainee
- Forklift Operator
- Slitter Operator
- Production Supervisor - converting

Visit [Berryglobal.com/careers](http://Berryglobal.com/careers) scroll down and search current job openings for Macedon NY for information on each position and how to APPLY!

Updated 4/9/2018

### Merrell Dairy, LLC

#### Skid Steer Operator

Experience Operating Skid Steer and other farm equipment required

#### Truck Drivers

NYS CDL-A License required

#### General Farm Worker

**What we offer:** Competitive hourly rates, paid vacation and sick time, Health Insurance, Life Insurance, Retirement Plan

Qualified applicants may stop in or call:

Merrell Dairy, LLC

5015 State Route 89 Wolcott, NY 14590

315-594-8176

Updated 4/2/2018

### Baldwin Richardson Foods

HIRING at Both Sites:

#### The Williamson Site is hiring for:

- Production Operator Assistant
- Sanitarian
- Main Mechanic & Senior Main Mechanic
- Forklift Driver
- Production Operator Assistant
- Sanitarian
- Customer Account Representative
- Production Supervisor

#### The Macedon Site is hiring for:

- Production Supervisor
- Demand Planner
- QA Analyst 2<sup>nd</sup> shift
- Coordinator Shipping and Receiving
- Production Operator Assistant
- Process Engineer
- Forklift Driver -3<sup>rd</sup> Shift
- Sensory Technician
- Sanitarian

Go to: <https://brfoods.com/join-us/careers-that-matter>

To view current job openings search by location and follow the links to APPLY

Updated 4/9/2018

### Finger Lakes Construction

#### Carpenters Needed

Applicants should:

- Have a minimum of 1 year of carpentry experience
  - Posses a valid driver's license
- Have basic knowledge of reading and understanding simple blueprints
- Be able to lift up to 80 lbs and work at heights up to 30 ft
  - Have basic hand tools, company provides all power tools

#### The position is year round employment

Pay is based on experience, with full benefits, medical, dental, vacation, and holiday pay, 401K and ESOP.

Applications can be picked up 8am-4:30pm weekdays at our office located at 10269 Old Rt. 31 W Clyde

Applications also available on our website: [Fingerlakesconstruction.com](http://Fingerlakesconstruction.com)

Updated 4/2/2018

### SMG Direct Inc. - Macedon, NY 14502

**Hiring for: Light Package Assembly:** Prepares products to be shipped to consumers. Duties include packaging, labeling and preparing products for mail. **Mon-Fri 7am-3:30pm.**

**Apply in Person at 1641** Commons Parkway, Macedon, NY 14502-9190 Phone: 315-986-1155

Updated 4/9/2018

## Cedar Creek Farms Inc.

Is now accepting applications for an experienced, responsible, and reliable

### Farm Mechanic/Operator

With a CDL Class A Driver's License

A minimum of 3 years experience is preferred and a clean MVR is required. The job description includes, but not limited to: Servicing, maintaining, and operating farm tractors, tillage & harvest equipment, some construction equipment, and trucking our own commodities. Applicant must be willing to work longer hours and weekends in the spring and fall.

Interested parties, please send resume to

[jlunkenheimer@cnyemail.com](mailto:jlunkenheimer@cnyemail.com) or Contact Bill at 315-447-3136

3/12/2018

## Twin Oaks Lawn & Landscape Inc.

Macedon, NY

Daily transportation provided from a central location to and from worksite in counties of: Monroe, Wayne, Ontario, Seneca and Yates

**5 Landscape Laborer Positions Available for 4/1/18 - 11/25/18. Monday thru Friday, some Saturdays required.**

Digging holes for installation of trees, flowers and shrubs, running wheelbarrows for mulch/dirt/soil. Leaf raking, laying grass seed. No experience required.

Employer provides housing at no cost to the employee.

Employer will provide all tools and supplies

Apply at:

[sara@twinoaklandscape.new](mailto:sara@twinoaklandscape.new)

(585) 482-2990 or

Finger Lakes Works Career Center

1519 Nye Road

Lyons, NY 14489

Refer to JO#NY1192818

Updated 3/19/2018

### **NOW HIRING: Quality Assurance Tech**

Performs various tasks that ensure product quality goals are reached. Must be responsible, detail oriented and possess computer aptitude. Competitive pay, Benefits, 401k, Insurance Options. **M-F 8AM-4:30PM.**

Apply in person, online or call.

**Pure Functional Foods, 267 State Route 89S, Savannah, NY. (315)-294-0733,**

[Julie@purefunctionalfoods.com](mailto:Julie@purefunctionalfoods.com)

Updated 3/19/2018

### **NOW HIRING: Packing Machine Operators**

Performs various tasks to support packing dry-mix into finished units according to specification. Competitive pay, Benefits, 401k, Insurance Options. **M-F; 8AM-4:30PM.** Apply in person, online, or call.

**Pure Functional Foods, 267 State Route 89S, Savannah, NY. (315)-294-0733,**

[Julie@purefunctionalfoods.com](mailto:Julie@purefunctionalfoods.com)

Updated 3/19/2018

## SPINCO METAL PRODUCTS, INC.

### General Factory Worker

Must have measuring abilities and good math skills. Applicant hired contingent on passing a drug test. Apply in person at: 1 Country Club Dr. Newark, NY 14513

Updated 3/19/2018

**Modern Coating and Research Inc., Palmyra, NY – Production Supervisor:** The **Production Supervisor** has 5 functional areas of responsibility. Shipping and Receiving, Material Prep (surface finishing, media blasting, masking, racking), Paint booths and curing ovens, Powder coating and curing ovens, QC inspection and packaging.

<https://www.indeed.com/cmp/Modern-Coating-and-Research/jobs/Production>

**Production Technician:** \$12- \$14/hour based on experience. Requirements: some production/manufacturing experience preferred, HS or Equivalent, NYS Drivers License. The production Tech reports to the Production Supervisor and requires good hands on skills in shipping and receiving, material prep, paint booths/covering, powder coating and curing ovens, QC inspection and packaging.

Updated 4/9/2018

Advanced Atomization Technologies, Clyde NY

Machinist II:

This position is for a machinist to setup and operate CNC machines. The employee will operate one or more production machines working from blueprints, sketches, and route sheets.

Contributes to lean initiatives to increase productivity and reduce costs. 1 Year Experience & HS or Equivalent Required. Direct hire openings for 2<sup>nd</sup> and 3<sup>rd</sup> shifts that include shift differential.

Updated 3/19/2018

**Farm Workers and Laborers**  
**CHERRY LAWN FRUIT FARMS, LLC**

SODUS, NY

Need workers to operate and maintain farm machinery, mix and spray pesticides, plant trees, irrigation and trellis work, prune, thin, harvest fruit. Must be able to speak and understand English.

**Conditions:** Work in extreme temperatures could range from below 0 to 90+ degrees F. Must be able to lift/ carry at least 70 lbs., stooping and repetitive movements. Productivity must be at least 4 bins (80bu) fresh fruit and 6 bins (120bu) process fruit per day.

3 months verifiable experience required. Wage \$12.83 per hour or various piece rates for pruning, peach harvest, and apple harvest. Piece rates for apples per bushel: .95/Fresh-Dwarf, .95/Fresh/Standard, .70/Process, .70/Drops.

Work guaranteed for ¾ total contract days. Tools, supplies, and equipment provided by the employer. One time transportation cost, and subsistence cost (\$12.07/day without receipts to \$51.00/day with receipts) to the work place paid to worker upon 50% completion of contract. Housing provided at no cost to out of area workers who cannot return to their permanent residence at the end of each work day.

**7 Temporary jobs: 4/15/2018 – 11/16/2018**

**Interview with employer is required, which may be conducted by phone. Drug screen may be conducted post hire. Contact 877-466-9757 for the closest State Workforce Agency to apply using Job #NY1241837**

Updated 3/12/2018

**Wafler Nursery and Orchards, Inc. 10748 Slaughter Rd. Wolcott, NY 14590**

**Farm Workers & Laborers wanted 4/1/2018 thru 12/15/2018**

20 temporary workers to operate, maintain farm machinery, mix & spray pesticides, work in fruit tree nursery, prune trees, summer orchard work, and harvest fruit. **One month experience required.** \$12.38 per hour. Apple Harvest rate \$14.50 per hour (must be able to pick 6 bins daily during harvest) Must be able to lift 60lbs and do repetitive movements. Apply at Workforce office Job # NY1239498

Updated 4/9/2018

**DR PEPPER SNAPPLE GROUP – WILLIAMSON is hiring for:**

**Quality Control Technician Full time for 2<sup>nd</sup> and 3<sup>rd</sup> shifts:** responsible for performing standardized qualitative and quantitative tests on work in process and finished products to ensure compliance with company and/or customer quality standards.

**Group Lead Relief Line Operator Full time for 2<sup>nd</sup> and 3<sup>rd</sup> shifts:** responsible for complete operation of assigned relief stations and all other associated work.

**Truck Driver CDL A:** the Transport Driver is responsible for providing unfailing support to Sales and Operations by assuring the Distribution Centers always have the merchandise to support the Company's ability to meet or exceed our customer's needs.

Apply online at <https://dpsg.com>

Updated 4/9/2018

**Micro-Tech Machine CNC Operator:** Experience with gauging required to check a part, ability to interpret and understand drawings, basic math skills basic problem solving skills, experience with CNC machinery, communication skills to perform professionally with co-workers, setup experience is helpful but not necessary. Visit <http://www.microtechmachine.com/careers>

Updated 4/9/2018

**Superior Plus Energy in Palmyra is hiring for Propane Specialist III**

Responsible for transferring, collecting, loading and delivering propane, product to and from containers for customers

Apply online at:

<https://www.superiorplusenergy.com/about-us/open-positions> (Search Palmyra Location)

Updated 4/9/2018

**FARM HELP WANTED- Ontario, NY**

Animal care position available

Applicants must have horse handling experience as well as knowledge of typical farm equipment. Duties include animal care and general farm work, including feeding, cleaning and daily paperwork. Trailering experience a plus!

FT/PT available. Benefits include insurance, w/e shift pay and clothing allowance. Must be able to pass physical exam, background check and have a valid driver's license.

**CALL 585-265-1973**

Updated 3/19/2018

**MARSHALL FARMS GROUP, LTD.**

**Open Positions:**

- Electrician (5+ years commercial experience)

*Full Time*

- Wash Technicians

*Full Time*

- Order Processing Clerk

*Full Time*

We provide a generous benefit package and competitive wages! Employees may be eligible for company paid medical/dental insurance, life insurance paid time off and a profit sharing plan!

Applications may be picked up at the entrance to our facility or found on our website ([www.marshallbio.com](http://www.marshallbio.com)). Completed applications and/or resumes may be emailed to [hrdept@marshallfarms.com](mailto:hrdept@marshallfarms.com) or submitted to:

**Marshall Farms Group, Ltd.  
5800 Lake Bluff Road, North Rose NY 14516  
Attn: Human Resources Department**

Updated 4/2/2018

**IEC**

**105 Norton St., Newark, NY 14513**

*Is Hiring for the following positions:*

NPI Test Technician, General Manager, Master Planner, Corporate Accountant, Production Associate II, Quality Inspector II, Test Technician II, Engineer Quality II, Marketing Manager, Material Handler II, SMT Operator I, Director of Programs, Quote Program Manager

*or you can submit a General Resume to see which position you qualify for!*

**Apply at: <https://www.iec-electronics.com/about/careers>**

Updated 4/9/2018

**IEC in Newark, NY - Palmyra**

Remedy Staffing has Electronic Assembly, Assembling parts for electro/mechanical equipment, and wiring harnesses Positions!! Need to be able to follow written instructions and be able to inspect. It is a fantastic opportunity to grow with in the company. An ideal candidate will be interested in electronics, but no experience is necessary!

- A and B shifts - Monday through Friday
- need to be able to work Saturdays
- Pay rate starts at \$10.40
- 8 hours shift
- Temp to Hire
- Willing to train

**Job Requirements:**

Check electronics for quality || Able to use Small hand tools || Complete other tasks as assigned || Ability to lift 25lbs || Ability to sit/stand for 8 hours || GED/HSD || Consistent work history

**This is a great position for someone who loves electronics! Don't delay, Apply Now!**

Updated 4/9/2018

## **HELP WANTED- Fowler's Marina**

Busy marina on beautiful Sodus Bay looking for experienced mechanic for engine repairs. Must have mechanical experience. Specialized tools will be provided. Responsible for taking in work orders, completing work orders, maintaining inventory, ordering parts, and communicating with customers in a professional manor. Salary negotiable depending on experience.

***Please send resume to email including references, or stop at marina from 9AM to 4PM.***

**[Fowlersmarina@outlook.com](mailto:Fowlersmarina@outlook.com)**

Updated 3/26/2018

## **HELP WANTED- Fowler's Marina**

Busy marina on beautiful Sodus Bay looking for boat yard assistance. Responsible for assisting with yard up-keep, maintaining grounds, assisting with boat launching, cleaning and preparing boats for delivery. ***Please send resume to email including references, or stop at marina from 9AM to 4PM.***

**[Fowlersmarina@outlook.com](mailto:Fowlersmarina@outlook.com)**

Updated 3/26/2018

## **Martens Fresh**

**Currently hiring for the following positons:**

- Class A CDL Drivers
- Forklift driver
- Class B truck driver (Full-Time)

Excellent benefit package offered  
401(K), vacation, holiday pay and health insurance

*Please send letter of interest or resume to*

**[kate@spudsrus.com](mailto:kate@spudsrus.com)**

*or come in and fill out an application at:*  
**1323 Towpath Rd. Port Byron, NY 13140**

Updated 3/26/2018

## **Temporary/ Seasonal Work – 4 Positions**

***From 4/15/2018 to 6/15/2018***

### ***K.S. Datthyn Farms, Sodus, NY & multiple worksites within Wayne County***

Temporary/ Seasonal work on a vegetable farm handling manual and machine tasks associated with commodity production and harvest activities. This job requires a minimum of three months of prior experience working on a vegetable farm, handling both manual and machine tasks associated with commodity production and harvest activities. Saturday work required. Must be able to lift/ carry 60lbs. \$12.83/hr or current applicable AEW. Raise/ bonus at employer discretion. Workers are guaranteed ¾ of work hours of total period. Work tools, supplies, equipment supplied by employer without charge to worker. Housing with kitchen facilities provided at no cost to only those workers who are not reasonable able to return same day to their place of residence at time of recruitment. Transportation and subsistence expenses to work site will be paid to nonresident workers not later than upon completion of 50% of the job contract. Interviews required. Apply for this job at nearest State Workforce Agency in state in which this ad appears, or NYS Department of Labor, 1519 Nye Road, Lyons, NY 14489 or call (877)-466-9757 for the nearest State Workforce Agency in state in which this ad appears. Provide a copy of this ad. NY Job order #NY1241962.

Updated 3/30/2018

## **MOTTS – HIRING MULTIPLE POSITIONS – WILLIAMSON**

### **Truck Driver CDL A-1800970 Transport Driver**

The Transport Driver is responsible for providing unfailing support to Sales and Operations by assuring that the Distribution Centers always have the merchandise to support the Company's ability to meet or exceed our customers' needs.

Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization.

#### **Position Shift and Schedule**

This is a full time permanent position working a variety of schedules depending on business needs. Flexibility to work overtime, weekends, and holidays is required as scheduled.

**Position Compensation:** The starting rate of pay for this position is \$21.53 per hour. Attractive benefits package (medical, dental, vision, 401k, paid time off, etc).

#### **Also Hiring For the Following Positions:**

**Quality Control Technician**– The Quality Control Technician is responsible for performing standardized qualitative and quantitative tests on work-in-process and finished products to ensure compliance with company and/or customer quality standards for our Williamson facility.

**Apple Buyer** – Reporting to the Manager of Field Operations, this role will be responsible for the field purchases, blending, storage and movement of apples for the production of apple related products for the DPSG Williamson plant.

**Electro Mechanical Technician PLC Maintenance** – The PLC Maintenance Mechanic Technician performs project management duties, maintenance and repairs of all pneumatic machines and line equipment

**For more information on each position and to apply online visit:**

[www.dpsg.com](http://www.dpsg.com)

Updated 4/6/2018

### **Kreher's Egg Farm**

Has job opening in the following positions:

**Electrical Technician, Maintenance Team, Flex Team Associate, Poultry Care Attendant, Case Line and Cooler (egg packaging and shipping), Egg Progressing Attendant(s) (FT & PT)**

Anyone applying must not own birds or have exposure to birds

To apply online: [www.krehereggs.com/careers-at-krehers](http://www.krehereggs.com/careers-at-krehers)

Updated 4/2/2018

### **VanBortel**

Extremely busy shop has immediate need for:

- **Parts counter person**
- **Appointment coordinator**
- **Lot attendant and techs of all skill levels**

Come join the VanBortel Group where reputation, customer service and team work has been the foundation of our success. We offer paid training, great pay, benefits and vacation

For an interview call Tom Anne at 585-586-4415 or email [tanne@vanbortelford.com](mailto:tanne@vanbortelford.com)

Updated 3/12/2018

**Ranger Design in Ontario is seeking a Production Assembler.** You will assemble aluminum and steel components to produce equipment for tradesman's vehicles. Do you possess good measuring ability, experience in power tool use and an eye for detail? If you find high quality, error free manufacturing satisfying, then this may be the position for you. We need 3 top quality candidates that have what it takes to fill this position. **Apply at:** <https://rangerdesign.com/career/>

Updated 4/9/2018



## UPSTATE REFRACTORY SERVICES: (3 Openings)

- **REFRACTORY INSTALLER** – No experience requirement provided.

**Pay:** \$13.00 hourly **Location:** Newark, NY **FT Benefits** Monday – Friday **Shift** – First (day)

Seeking candidates with a background in construction trades and with mechanical aptitude to work in our manufacturing facility in Newark, NY. Background experience to include: Mechanical Aptitude Construction/Construction trades, Carpentry, Masonry, Welding, and Concrete experience preferred Safety Training, OSHA preferred, willing to be a part of a team. Ability to learn and retain new skills and knowledge background in refractory is preferred. We are looking for laborers with previous experience including vocational training or 2 years technical program focusing on construction trades to be department leaders in our manufacturing facility. Responsibilities and Duties follow and complete work orders according to customer specifications, read blueprints, electrical schematics, and follow specific instructions regarding mixes and measurements to produce quality parts. Attention to detail, qualifications, and skills background in carpentry, masonry, concrete, and some welding preferred vocational or 2-year technical training program preferred. 1.

Measurement / Carpentry 2. Masonry / Bricklaying 3. Communication with coworkers / customer 4. Reliability / Dependability. **TO APPLY: Krista Nolon (315) 331-2955, 1000 Erie Blvd, Newark, NY 14513**

**Phone: Nolon, Krista (315) 331-2955, Fax: Nolan, Krista 315-331-4594**

**Email: [knolan@upstaterefractory.com](mailto:knolan@upstaterefractory.com)**

Updated 4/9/2018

- **FIELD REFRACTORY INSTALLER** – No experience requirement provided.

**PAY:** \$14.00/hr. **BENEFITS LOCATION:** Newark, NY **FT SHIFT:** Varies **Work Days:** M-S

Upstate Refractory Services, Inc. is seeking candidates with a construction background and mechanical aptitude to work on our installation crew under the supervision of experience refractory installers for various customer locations in Upstate NY and throughout Northeast.

**EXPERIENCE TO INCLUDE:** Background in construction/construction trades, Carpentry, Concrete/concrete finishing, Welding/Fabrication, Refractory, and Masonry experience preferred. Safety training, OSHA preferred. Position requires travel and a driver's license and transpiration to and from job sites with compensation for travel and expenses. Must pass a pre-employment drug screening. Most first shift, some overnights, some weekends.

**TO APPLY: Krista Nolon (315) 331-2955, 1000 Erie Blvd, Newark, NY 14513**

**Phone: Nolon, Krista (315) 331-2955, Fax: Nolan, Krista 315-331-4594**

**Email: [knolan@upstaterefractory.com](mailto:knolan@upstaterefractory.com)**

Updated 4/9/2018

### -Fabricator/Welder

Seeking a Fabricator/Welder who can carry out instructions on a work order, with attention to detail, to fabricate and fulfill customer orders. Experience to include:

- Mig and Stick welding, tig welding
- Ability to read drawings and fabricate based on the the noted specifications
- Ability to operate basic job related tools (punch, saw, rolls etc)
- Structural experience preferred
- Attention to detail
- Willing to learn
- Some job relate refractory work
- Ability to lift 50 pounds
- Occasional work on customer location
- Painting experience preferred

Must have HS Diploma or equivalent, minimum 2 years fabrication/welding experience, vocational/certificate program training.

**TO APPLY: Krista Nolon (315) 331-2955, 1000 Erie Blvd, Newark, NY 14513**

**Phone: Nolon, Krista (315) 331-2955, Fax: Nolan, Krista 315-331-4594**

**Email: [knolan@upstaterefractory.com](mailto:knolan@upstaterefractory.com)**

Updated 4/9/2018

## TEMPORARY/ SEASONAL WORK

### 8 Positions

Temporary/Seasonal work planting, cultivating, harvesting apples, pears, cherries, berries, vegetables, from 3/26/2018 to 11/30/2018 at **Gary M. Craft dba G&S Orchards, Macedon NY in Wayne County.**

This job requires three months of verifiable prior experience working in an orchard, handling both manual and machine tasks associated with commodity production and harvest activities. Saturday work required. Must be able to lift/ carry 60lbs. Employer-paid post-hire drug testing required upon reasonable suspicion of use and after an accident at work. \$12.83/hr or current applicable AEWR or applicable piece rate depending on crop activity. Raise/ bonus at employer discretion. Workers are guaranteed  $\frac{3}{4}$  of work hours of total period. Work tools, supplies, equipment supplied by employer without charge to worker. Housing with kitchen facilities provided at no cost to only those workers who are not reasonable able to return same day to their place of residence at time of recruitment. Transportation and subsistence expenses to work site will be paid to nonresident workers not later than upon completion of 50% of the job contract. Interviews required. Apply for this job at nearest State Workforce Agency in state in which this ad appears or New York State Department of Labor, 1519 Nye Rd., Lyons, NY 14489 or call (877) - 466-9757 for the nearest State Workforce Agency in state in which this ad appears. Provide copy of this ad. NY Job Order #NY1239982.

Updated 3/12/2018

## TEMPORARY/SEASONAL WORK

### 5 Positions

Temporary/ seasonal work planting, cultivating and harvesting apples, peaches, cherries, strawberries, raspberries and grapes from 3/19/2018 to 11/12/2018 at **Burnap Fruit Farms, LLC. Sodus, NY** and multiple worksites within Wayne County. This job requires a minimum of three months of prior verifiable experience working in an orchard, handling both manual and machine tasks associated with commodity production and harvest activities. Saturday work required. Must be able to lift/carry 60lbs. \$12.83/hr or current applicable AEWR or applicable piece rate depending on crop activity. Raise/ bonus at employer discretion. Workers are guaranteed  $\frac{3}{4}$  of work hours of total period. Work tools, supplies, equipment supplied by employer without charge to worker. Housing with kitchen facilities provided at no cost to only those workers who are not reasonably able to return same day to their place of residence at time of recruitment. Transportation and subsistence expenses to work site will be paid to nonresident workers no later than upon completion of 50% of the job contract. Interviews required. Apply for this job at nearest State Workforce Agency in state in which this ad appears, or NYS Department of Labor, 1519 Nye Road, Lyons, NY 14489 or call (877) - 466-9757 for nearest State Workforce Agency in state in which this ad appears. Provide copy of this ad. NY Job Order #NY1239111.

Updated 3/1/2018

## WAREHOUSE POSITION OPENING

### **Summary of Essential Duties and Responsibilities:**

#### **Order Picking, Packing, Processing:**

Knowledge of warehouse and inventory procedures performs various assigned duties having to do with preparation, expediting and dispatching of shipments. Check products to be shipped against shipping invoice to ensure proper amounts, identification and correct products and customer. Responsible for type of packing requirements necessary to ensure safe transportation for shipments and ensure travel quality. Process shipment using computerized UPS/FedEx shipping system. Picking Tickets; pull items from stock and sign off on each item, verifying part number, quantity, customer, and inspecting items for condition prior to packing for shipment.

#### **Receiving and Inspection:**

Perform duties involving the receiving and check in of raw materials, distributed and manufactured goods, equipment and supplies. Check received goods to purchase orders as to quantity, part number and general quality. Visually inspect goods received for damage from handling and transit a process damage report, if necessary. Check in returned goods against return authorization (RA) and forward paperwork to Connect and Development. Inspect all goods from production and match up against production job order. Package accordingly in the appropriate box. Inventory- Quarterly physical inventory (attendance required) hours may be extended. Excellent starting pay and benefits after 90 days. Drug screen required.

You may apply in person at:

**Legendary Auto Interiors, Ltd.  
121 West Shore Blvd. Newark, NY, 14513**

Updated 3/19/2018

## Door Panel Assembly and some Glue Wrap Staple

We are seeking a highly motivated individual with a minimum of 2 years experience in a manufacturing environment to work for a company that is #1 in creating the highest quality product available in their industry. Must have an intricate attention to detail to produce a precision quality product in a fast-paced environment. Individual must be capable of working independently and able to retain information.

*Excellent math skills required with ruler measurement proficiency.*

Must be **RELIABLE**, a **“TEAM” Player** and be willing to be cross trained in other areas.  
Excellent starting pay, Benefits after 90 days, Drug Screen Required.

Apply in person at:

**Legendary Auto Interiors, Ltd.**  
**121 West Shore Blvd. Newark, NY 14513**

Updated 3/12/2018

## SALES PROFESSIONAL

Muscle Car Interior manufacturer seeks qualified sales representative for insider sales position.

**Minimum 3 years selling experience**

Some weekend automotive trade show travel required.

Car enthusiast with knowledge of American made cars from 50s-70s a plus!

Excellent starting pay, benefits after 90 days

*Monday-Friday Schedule*

Apply in person at:

**Legendary Auto Interiors, Ltd.**  
**121 West Shore Blvd. Newark, NY 14513**

Updated 3/19/2018

## Farm Workers and Laborers

**Wanted for 04-01-2018 thru 12/15/2018**

20 Temporary workers to operate, maintain farm machinery, mix and spray pesticides, work in fruit tree nursery, prune trees, summer orchard work, and harvest fruit.

**One month experience required**

Wage \$12.83 per hour, budding/tying nursery trees \$ 0.11/ bud or tie or \$12.83: apple harvest rates \$14.50 per hour (must be able to pick 6 bins daily during harvest). Work guaranteed for  $\frac{3}{4}$  total contract hours (45 hours per week), tools and equipment provided at no cost, onetime transportation, subsistence costs reimbursed after 50% of contract is completed, free housing to workers who cannot reasonably return to their permanent residence at the end of each work day. Field temperatures may range from below 0 to 90+ degrees (with possible wet morning conditions and possible snow and or rain). Must be able to lift 60lbs, do repetitive movements, frequent stooping and extensive walking. Lunch break will be taken in field.

*Contact your closest Workforce Agency to apply or NYS Department of Labor website for more information*

**Job # NY1239498, Wafler Farms, Inc.**  
**10748 Slaght Road, Wolcott, NY 14590**

Updated 4/9/2018

### ENTRY LEVEL CNC – THROUGH KELLY SERVICES – MARION

Kelly Services is currently seeking an Entry Level CNC Lathe Operators for one of our top manufacturing clients in Marion, NY. In this Temp-To-Hire role, you will be operating a CNC lathe and constantly learning. We are looking for eager candidates who want to further their CNC experience and knowledge. If you are willing to invest the time with us, you could even move from operating CNCs to programming CNCs within a few years. This could be your new career. CNC operators and programmers are now in demand! Shifts available:

3rd, 11:00 PM - 7:00 AM, Mon-Fri / \$13.80 per hour (possibly more based on CNC experience). Training will likely take place on first shift. Please make sure you can work first shift for an undetermined amount of time before applying for second or third shift.

Register with Kelly and apply online at [www.kellyservices.com](http://www.kellyservices.com) (3/19/18)

### TEMPORARY/ SEASONAL WORK

#### 32 Positions

Temporary/ seasonal work in an orchard, performing tasks involved in the operation of tractors and farm equipment associated with the production of apples, hops, from 3/19/2018 to 12/15/2018 at Fowler Brothers, Inc., Wolcott, NY and multiple worksites within Wayne County. This job requires six months of verifiable prior experience working in an orchard, performing tasks involved in the operation of tractors and farm equipment associated with the production of fruit trees. Saturday work required. Must be able to lift/carry 60lbs.

Employer-paid post-hire drug and alcohol testing required after an accident at work. \$12.83/hr or current applicable AEW. Raise/bonus at employer discretion. Workers are guaranteed ¾ of work hours of total period. Work, tools, supplies, equipment supplied by employer without charge to worker. Housing with kitchen facilities provided at no cost to only those workers who are not reasonably able to return same day to their place of residence at time of recruitment.

Transportation and subsistence expenses to work site will be paid to nonresident workers not later than upon completion of 50% of the job contract. Interviews required. Apply for this job at nearest State Workforce Agency in state in which this ad appears, or NYS Department of Labor, Foreign Labor Certification Unit, 160 South Ocean Ave., Patchogue, NY 11772 or call (877)-466-9757 for nearest State Workforce Agency in state in which this ad

Updated 3/12/2018

### SILGAN CONTAINERS – LYONS

**Can Line Mechanic** - Services, performs equipment set up, operates, maintains, adjusts, changes-over and over hauls on the following: Palletizers, roto-feeders, mechanical conveying equipment and associated machinery. Performs related work assignments, tasks, checks and measurements. Requires supervisory assistance only in unusual quality or operating problems and has full responsibility for the quality of his product and line efficiency. Has the skill to properly diagnose mechanical and quality problem, determines the necessary repairs and restores defective equipment back to service with a minimum of delay. Effectively assists supervision to direct lower bracket support personal in the safe and proper operation of assigned jobs. Must have **basic** fabricating, welding and machining skills. Prepares and maintains reports, records, as they relate to production quality and maintenance. Maintains work area and equipment in a clean and orderly condition. Performs all duties with regard to safety for self and other employees, while exercising proper care and protection of company property. Must be familiar with the proper use of all hand tools and power tools related to packaging and packaging equipment. Must be able to use measuring instruments (caliper, micrometers, depth micrometers, etc) **Apply online at [www.silgancontainers.com](http://www.silgancontainers.com)**

**Electrician – Industrial/Maintenance** - Great opportunity for an electrician with industrial maintenance experience in a manufacturing environment, including: Installing, troubleshooting, repairing, modifying, and performing preventative maintenance, etc. on all electrical units, controls, components, and related wiring with adherence to all safety regulations. Moving and installing existing or new equipment and facilities. Performing work requiring extensive knowledge of electrical schematics, including electronic theory and principles. Maintaining inventory of electrical parts and motors, advising management of purchasing requirements. Operating mobile equipment, including forklift trucks, lifts, and booms to assist with all production work. This position is from 2pm to 10 pm Mon-Fri.

**Forklift Operator** - The forklift operators are required to operate any one of three forklifts as needed: G-5 Royal T-250 (25,000 lbs. load capacity; Hester Spacesaver (10,000-12,000 lbs capacity); and CAT T-50 (6,000 lbs. capacity). In support of the production, shipping and receiving operations, the forklift operator: loads trucks with finished sheet metal, loads cut sheet material onto platforms for dispatch through the manufacturing lines, prepares finished can or sheet material for transfer to other departments, removes coil loads and other materials from trucks as they are delivered

Apply online at [www.silgancontainers.com](http://www.silgancontainers.com)

Updated 4/9/2018

## **Maco Bag is hiring for Machine Operators for NIGHTS and DAYS**

Job Summary: Operation of automated or semi-automated machines in accordance with established procedures and guidelines. This position is responsible for following standard work methods and practices safe work habits to ensure production is as efficient and safe as possible per the documented procedures.

Summary of Essential Job Duties: Operator will run various machines to produce various contract packaging products in accordance with documented work instructions || Must be able to read, write and comprehend the English Language || Make minor repairs and/or adjustments to machine with minimal/ no supervision || Read and interpret work orders and/ or machine diagrams || Maintain workcenter production quotas || Understands and applies quality product standards || Baseline knowledge of product scrap/ defect issues || Keeps accurate counts, package and label product || Other duties as assigned || Maintain healthy attendance record

**Apply at:** <http://www.macopkg.com/company/careers/>

Updated 4/9/2018

### **Looking for a rewarding summer job?**

#### **LIFEGUARDS WANTED**

#### **Sodus Point Park**

#### **Summer 2018**

Applicants must be at LEAST 15 years of age!

Application Deadline: April 15<sup>th</sup>, 2018

FULL and PART TIME positions available

Starting salary- \$12/hr

#### **Red Cross Certification is required in the following:**

*Lifeguarding and Community 1<sup>st</sup> Aide*

*Waterfront Lifeguard Module*

*CPR for Professional Rescuers*

Applications can be obtained by calling Wayne County Human Resources at (315)-946-7483 OR by stopping in to Human Resources at 26 Church Street Lyons, NY 14489 OR by going to

<http://web.co.wayne.ny.us/human-resources>

Updated 3/2/2018

### **WANTED LIFEGUARDS – The Red Creek Community Center**

Seeking candidates for the part-time position of Lifeguard. Must have valid Lifeguard training and possess certification in First Aid and CPR/AED. Also, must be at least 16 years of age or older.

**For information or application: Call (315)-754-2066 or send resume to:**

Marc B. Blankenburg

Community Center Director

Red Creek Community Center – PO Box 190 Red Creek, New York 13143

Updated 4/2/2018

**Adecco is seeking Production Workers! Call for an appt. 315-331-8582**

Updated 4/9/2018

**Kelly Services is seeking Production Workers. Call for an appt. 315-331-8551**

Updated 4/9/2018

**Remedy is seeking Production Workers! Call for an appt. 315-597-6939**

Updated 4/9/2018

### **L & M FARMS**

*Farm workers and Laborers, Crop*  
(L&M Farms, Williamson, NY)

1 worker, Operate and maintain orchard equipment.

Supervise crews doing orchard work including but not limited to pruning, suckering, weeding, maintaining irrigation, thinning, summer pruning, and harvest.

*Conditions:* Be able to lift 75lbs, extreme temperatures, repetitive movements, frequent stooping.

6 months verifiable experience  
(4/1/2018-11/10/2018) \$12.83/hr

$\frac{3}{4}$  guaranteed contract; tools and supplies, housing, transportation expenses paid by employer. Transportation, subsistence paid to workers upon 50% of completion of contract. 1 Temporary Job.

**Please contact (877)-466-9757 to locate nearest State Workforce Agency Office and apply using #NY1240467**

Updated 3/2/2018

### **FOX FRUIT**

Ag Equipment Operators- 4 Fulltime Temporary Jobs Available  
Fox Fruit Farms LLC, Williamson, NY 14589

Operate and maintain orchard equipment. Supervise crews doing orchard work including but not limited to pruning, suckering, weeding, maintaining irrigation, thinning, summer pruning and harvest.

*Conditions:* Must be able to lift 75lbs, extreme temperatures, repetitive movements, frequent stooping.

6 Months verifiable experience  
(4/1/2018-11/15/2018) \$12.83/hr.

$\frac{3}{4}$  guaranteed contract; tools and supplies, housing, transportation expenses paid by employer. Transportation, subsistence paid to worker upon 50% of completion of contract.

**Please contact (877)-466-9757 to locate nearest State Workforce Agency office and apply using #NY1239939.**

Updated 3/2/2018

### **ARMINGTON NURSERY**

Ag Equipment Operator- 12 Fulltime Temporary Jobs Available  
Armington Nursery, 124 State Route 31, Macedon, NY 14502

Worker will grow greenhouse crops and work in nursery crop production. Seed transplant, weed, irrigate, prune, stake and tie as necessary in greenhouse and growing field. Lift and load plant materials, use tractor for cultivation of outdoor crops. Be able to operate and maintain tractor.

*Conditions:* Be able to lift 75lbs, extreme temperatures, repetitive movements, stooping, extensive pushing, pulling and walking. 6 Months verifiable experience.

(4/1/2018- 12/1/2018) \$12.83/hr.

$\frac{3}{4}$  guaranteed contract; tools and supplies, housing, transportation expenses paid by employer. Transportation, subsistence paid to worker upon 50% completion of contract.

**Please contact (877)-466-9757 to locate nearest State Workforce Agency Office and apply using #NY1240103**

Updated 3/2/2018

## CLEANER

Applications are being accepted at the Wayne County Human Resource Department for the position of CLEANER at the Wayne County Public Works Department. There are presently two Part-Time positions available.

**2018 Hourly Rate: \$13.64**

**Applications accepted up to close of business day: Tuesday, April 24, 2018**

**GENERAL STATEMENT OF DUTIES:** Performs routine building cleaning duties; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work requiring efficient performance of simple cleaning tasks under general supervision. The work of employees in this class involves only the thorough execution of tasks, which follow a well-established routine.

**EXAMPLES OF WORK:** (Illustrative Only)

Dusts chairs, tables, and other furniture; washes windows, walls, woodwork, toilets, tubs, and bowls; sweeps, mops and washes floors; fathers and disposes of refuse; cleans and polishes furniture and brass.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** None is required but some experience in building and cleaning work is desirable.

**RESIDENCY:** Must be a Wayne County resident for a minimum of one month.

Updated 4/5/2018

### Night Warehouse worker with CDL A or B License

#### *Empire Merchants North*

Empire Merchants North is the premier wine and spirits distributor in Upstate New York with roots going back to the end of Prohibition. With more than 700 dedicated associates and the state-of-the-art facilities, Empire Merchants North has become synonymous with both services and quality and has earned the loyalty of more than 9,000 area restaurants, bars, hotels, nightclubs, and retail outlets. Empire Merchants North acts as a marketing agent for the brands that we represent and is proud to employ the most knowledgeable and well-equipped sales force in Upstate New York.

**We are seeking a CDL- Night Warehouse Worker- FULL Time in our Lyons, NY Facility**

THIS POSITION REQUIRES THE FOLLOWING:

**\*Must have a valid, clean NYS CDL-B or A Driver's License with safe driving history**

**\*Must have a High School Diploma or GED**

The employee will be trained and expected to learn the Fueling and Truck Jockeying duties.

Requires adherence to all DOT Requirements

Perform a variety of warehouse/ shipping duties requiring ability to lift 50+lbs. repeatedly over a 10 hour shift.

Use of 2 wheeled cart with up to 200lb loads necessary.

**Shift is 7:30PM-6AM, MONDAY-THURSDAY**

**JOB REQUIREMENTS:**

- Solid work history required
- Experience as driver helper or warehouse experience highly preferred
- High School diploma or GED required
- Ability to perform physical job functions

*Empire Merchants North encourages diversity in the workplace; we are an Equal Opportunity Employer.*

*Minority/ Female/ Sexual Orientation/ Gender Identity/ Disability/ Veteran*

**Applicants only, no Recruiters please**

**PLEASE APPLY ONLINE AT <https://www.indeed.com/cmp/Empire-Merchants-North>**

**OR CONTACT MICHELLE HENKEL (518) - 730-1152**

Updated 3/5/2018

## **LABORER**

Applications are being accepted at the Wayne County Human Resource Department for the position of SEASONAL LABORER WITHIN THE BUILDING AND GROUNDS & PARKS DEPARTMENT.  
40 HOURS WEEKLY INCLUDING SOME WEEKENDS AND HOLIDAYS

2018 Seasonal Rate: \$ 10.50 – \$11.50

**Applications accepted up continuously until positions are filled.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work requiring physical endurance and a willingness to perform arduous tasks. Assignments may shift from outdoor to indoor work depending on the season. Laborers usually work under continuing supervision or their activities are subject to frequent inspection.

### **TYPICAL WORK ACTIVITIES:**

- Assists in the maintenance or construction of roads, streets, utility and drainage systems, sewers and catch basins, by digging and backfilling trenches, spreading asphalt, sand and gravel;
- Assists in construction, patching and grading of roads and installation of new sidewalks;
- Assists in preparation, laying out, marking and maintenance of athletic fields or parks;
- Removes snow from sidewalks, parking lots and recreational areas by shoveling or using a tractor or pick-up truck and plow;
- Operates power driven tools and equipment such as saws, compressors, drills, mixers, pumps, and various lawn mowing equipment and trimmers;
- Uses hand tools such as shovels, scythes, forks, rakes in ground maintenance and beautification work;
- Loads and unloads vehicles and trucks;
- Acts as flagperson on highway jobs, directs trucks at loading and unloading sites;
- Performs general clean-up work such as collecting garbage, rubbish and recyclables, removing debris, raking leaves, cutting grass and weeds;
- Trims shrubs, cuts brush, spades flower beds, plants trees and assists in other grounds maintenance activities;
- Assists in the installation and maintenance of traffic signs and markings;
- Washes walls and windows and performs a variety of building and cleaning work;
- May assist with painting and unskilled carpentry tasks;
- May assist in performing minor mechanical maintenance or equipment repairs and assist in servicing equipment by adding fuel, coolants and lubricants.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Willingness to perform routine manual work and tasks; ability to lift heavy weights; ability to operate simple machinery; ability to follow simple oral or written instructions; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

**MINIMUM OUALIFICATIONS:** None is required but some experience in manual labor, and maintenance work is desirable.

Updated 4/9/2018



# **OPTIMAX**

6367 Dean Parkway Ontario, NY 14519, P: 585-265-1020 F: 585-217-0571, E:  
Hr\_dept@optimaxsi.com - [www.optimaxsi.com](http://www.optimaxsi.com)

Optimax Systems, Inc. is a world leader in manufacturing small volume, high quality optical components. Our unique, fun corporate culture of teamwork, innovation and agility provides a dynamic work environment. We are looking for you to commit to a lifelong adventure of learning and creating value through your hard work. Some full-time employee benefits include: Profit Sharing Plan – 25% of company's pre-tax profits split among all full-time employees, 80 hours of paid time off in your first year and 100% tuition assistance toward pre-approved educational expenses. Our off-shift employees receive a differential wage of a 10% increase from the A- Shift rate for B-Shift (3pm to 11:30pm) and 15% increase for C-Shift (11pm- 7:30am) and these employees accrue their paid time off at a higher rate; 120 hours per year compared to 80 hours for A-Shift employees.

**If you are a qualified candidate for any of the following positions apply at**  
**<http://www.optimaxsi.com/careers>**

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## **LASER GRADE OPTICS TECHNICIAN**

**DESCRIPTION:** Produce laser grade surfaces to meet the product offerings by Optimax by using conventional optics fabrication techniques. Responsible for taking optics from start to finish; can include blank preparation, process development, tooling design/procurement, fabrication with complete final metrology. Work individually or on a team facing high-end challenging projects.

### **DUTIES:**

- Assist in developing fabrication approaches for prototype and recurring optics.
- Demonstrate dexterity and good hand/eye coordination.
- Possess a strong attention to awareness and attention to fine detail
- Make process improvements to increase yield, quality and accuracy of product.
- Take initiative and manage ones' time to stay productive
- Maintain a clean, organized, and stocked work area.
- Critical thinking, problem solving, and decision making to maintain product flow.
- Continuously learn the manner and unique operations of the department.
- Follows safety requirements for all materials and machinery.
- Perform all other tasks (written or verbal) as requested.

### **REQUIREMENTS:**

- Must be available for second shift or third shift
- Blueprint reading
- Mechanical aptitude
- Team and independent project experience
- Creative troubleshooting and problem solving in a fast paced work environment
- Manufacturing experience, preferred but not required

**EDUCATION:** Math fluency in trigonometry and geometry.

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## **OPTICAL COATING TECHNICIAN**

**DESCRIPTION:** This position is responsible for operating optical thin film application chambers in a clean room environment. The technician will be assuring quality of coating precision lenses in a clean room environment. Participates in measuring and documenting optical coating performance.

### **DUTIES:**

- Gain understanding of coating chamber operation as well as deposition process
- Cleaning and inspecting optics in a clean room environment
- Perform routine maintenance on coating chambers
- Maintain inventory of coating materials and consumables
- Design and maintain inventory of coating tooling

### **REQUIREMENTS:**

- Must be available to work an off-shift, B-Shift: 3pm to 11:30pm or C-Shift: 11pm to 7:30am
- Skilled in collecting and interpreting data
- Mechanical and electrical capacity
- Good at multitasking
- Comfortable working in a fast-paced manufacturing environment
- Ability to work weekends when needed

**EDUCATION:** Degree in math or science is desirable. Quality assurance skills a plus

(CONTINUED ON NEXT PAGE)

Updated 3/23/2018

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**QUALITY ASSURANCE METROLOGY TECHNICIAN : C- SHIFT 11PM to 7:30AM**

**DESCRIPTION:** This position will inspect precision optical lenses for all types of equipment as well as other optical components to ensure standards have been met using measuring and testing equipment to record and manage test data process in compliance with quality control procedures

**DUTIES:**

- Conduct quality audits to verify inspection processes are being carried out and to train opticians regarding this topic on a continuous basis
- Contact team members and team leaders when discrepant material is identified
- Read and interpret blueprints, specification sheets, standards and customer data
- Inspect optical parts for surface defects such as pits, scratches, unpolished areas, bubbles, and chips, in accordance to industry requirements
- Measure and record lens dimensions, such as thickness, radius of curvature and surface figure/roughness on in-process inspection data sheets
- Verify all data is present and correct on in-process inspection data sheets according to customer requirements

**REQUIREMENTS:**

- Availability on off-shifts and occasional Saturday/ Sunday work hours
- Ability to learn operation and maintenance of Interferometers, Surface Profilometer
- Willingness to train other staff on the use of measurement equipment
- Prioritize workload according to the department's tight schedule
- Competent with Microsoft applications to document, interpret and record results
- Able to assess complex issues and develop and implement appropriate solutions

**EDUCATION:** Associates Degree or vocational training in manufacturing, materials science or machining desired

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**TOOL CRIB ASSISTANT : SECOND SHIFT**

**DESCRIPTION:** Assists with all aspects of manufacturing tooling and test plates. Performs purchasing, inventory and stocking under the direction of Supply Crib Team Leader.

**DUTIES:**

- Work second shift (B-Shift) from 3PM to 11:30PM
- Distribute chemical and paper supply to all manufacturing areas
- Responsible for tooling including cleaning, storing and labeling
- Preparing travelers and pulling tools for jobs
- Oversee the Log In/ Log Out sheet on all tool Remstars
- Restocking foam inserts and trays
- Delivering ordered items to cells
- Placing and following up on orders needed
- Mixing of Optimax proprietary items
- Finding locations, labeling, logging, and putting away new tooling
- General housekeeping and cleaning of the tool crib area
- Keep track of inventory in break room/janitor closet
- Restocking shelves and cabinets, as needed
- Communicating with vendors and suppliers, when requested

**REQUIREMENTS:**

- Computer/ database skills
- Extremely responsive, highly accountable, and solutions-focused
- Ability to communicate and work effectively with all others in a team environment
- High organized with the ability to multi-task
- Knowledge of tooling and measurement equipment

**EDUCATION:** Precision machining experience a plus

**QUALITY ASSURANCE INSPECTOR/ AUDITOR**

**DESCRIPTION:** This position is responsible for auditing all processes within all manufacturing and administrative areas to ensure Optimax standards are being met. Auditor is also responsible for identifying and potentially solving problems found during audits and escalating them to the appropriate parties in a timely manner. This position is intended to prevent problems that lead to poor quality and inefficiencies.

**DUTIES:**

- Reads and interprets blueprints, specification sheets, standards and customer data
- Conducts quality audits to verify processes are being followed
- Identifies Discrepant Material Reporting (DMR) in accordance with procedure and process
- Used as a resource for routing discrepant material reports (DMR) when discrepant material is identified in production
- Aids opticians in identifying whether or not parts meet surface quality requirements
- Verifies team members are using the proper equipment and correctly inspecting each part
- Verifies team members are following standards applicable to their area
- Makes sure all data is present and within specification on the in-process inspection data sheets according to customer drawing

**REQUIREMENTS:**

- Must be able to work an off-shift, B-Shift: 3PM to 11:30PM or C-Shift: 11PM to 7:30AM
- Ability to work well with production staff and key personnel to communicate audit results
- Prioritize work load according to the schedule put in place and posted by the Team Lead or QA Manager
- Needs to independently use the following equipment; all gauging (micrometers, calipers, ad drop gauges), microscopes, surface profilers, interferometers
- Computer skills adequate to permit use of database for both Auditing and Receiving Inspection
- Ability to interpret data, have a well-developed communication and problem solving skills
- Ability to perform within a team environment is also required

**If you are a qualified candidate for any of the following positions apply at**

**<http://www.optimaxsi.com/careers>**

(EEO) Optimax must comply with the international Traffic in Arms Regulations (ITAR) issued by the United States Department of State, Department of Defense Trade Controls. Because of ITAR, the company must limit employment opportunities to the following eligible categories, (1) a citizen or national of the U.S., (2) a lawful permanent resident, (3) a citizen admitted as a refugee, or (4) citizen who has been granted asylum. Optimax is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, age, veteran status, disability, genetic information, or any other protected characteristic. Optimax will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.

Updated 3/23/2018

***Juliano's Auto Parts***

Applications are being accepted for  
**Parts Pulling Person.**

Adult, Driver's License and car. Drug free, non-smoker. Reliable, willing to work outside. Part time or Full Time.

4735 Rt. 14, South Sodus, NY  
(315)-483-4607

Updated 3/26/2018

**Help Wanted- Wayne County Fruit Farm**

**6 Full or Part Time Employees for  
EQUIPMENT OPERATION**

Includes Spring, Mowing, other miscellaneous orchard equipment.

Pesticide license a plus

Wages will be competitive based on experience

**Call Only**

585-746-0180 or  
585-746-2044

Updated 3/30/2018

## Restaurant/Food Service

### PIZZA HUT – NEWARK NY

We've got great jobs for people just starting out in the workforce, looking for a flexible second job or staying in the workforce after retirement. If you want a fun, flexible job with an innovative company look no further than Pizza Hut.

Apply online today for one of our positions: [www.pizzahut.com/jobs](http://www.pizzahut.com/jobs)

**PRODUCTION**

**DRIVER**

**SERVER**

**CUSTOMER SERVICE**

**GENERAL MANAGER – Salary and Hourly**

**ASSISTANT MANAGER – Hourly**

**SHIFT MANAGER**

Updated 4/9/2018

### **Bartender Needed (Saturdays) at R-Bar & Grill Huron, NY**

Work in a friendly atmosphere. Experience helpful. Call 315-879-7283 or stop in to apply!!!

Updated 4/9/2018

### **THE CABOOSE \* We are now HIRING! \* - Lyons, NY**

Now Taking applications for Seasonal Employment

*Flexible Hours – CALL (315)-573-8061 or (315)-573-6556 after 6PM*

Updated 3/30/2018

HELP WANTED- Experienced waitress, please apply at **STEGER HAUS RESTAURANT** or call for appointment (315)-483-6548

Updated 4/2/2018

### **DOMINOS – NEWARK – NOW HIRING MULTIPLE POSITIONS**

CUSTOMER SERVICE REP || DELIVERY DRIVER || ASSISTANT MANAGER || GENERAL MANAGER

Apply online at <https://jobs.dominos.com/dominos-careers/jobs>

Updated 4/9/2018

**MCDONALD'S**  
Now Hiring For All Positions  
At the Following Locations:  
**Lyons, Newark, Wolcott, Williamson, Macedon,  
Port Byron, and Ontario**

Apply online at:

<https://restaurantjobs.mcdonalds.com/>

Updated 4/9/2018

### **Now Hiring Cooks, Wait Staff and Dishwashers at Nick's Family Restaurant**

Please apply in person at:

**7934 Old Ridge Rd. Sodus, NY 14451**

or email your resume to:

[noula@rochester.rr.com](mailto:noula@rochester.rr.com)

315-483-2287

Updated 3/19/2018

### **Wolcott Hotel & Motor Inn**

#### **BARTENDER**

Nights & Weekends

Will Train the right person- Good Pay

Clean, Fun Work Environment 12004

Main St., Wolcott NY

**NO Phone Calls- Apply in Person**

Updated 3/12/2018

**Bob's Supermarket in Wolcott is hiring the following positions:**

**Part Time Deli Clerk:** Must be 18 years old. Customer Service skills are a must as well as High School Diploma or GED.

**Part Time Stock Clerks and Cashiers:** Nights and weekends are a must. Must be at least 16 years old and have valid working papers.

**Full Time Assistant Store Manager:** People skills are a MUST. Duties include but are not limited to: Cashier, stocking, customer service, receiving shipments and other Management Duties. High School Diploma or GED required.

**Applications for all positions are available at the Customer Service Counter at Bob's Supermarket. 12030 Park Lane, Wolcott, NY 14590. No phone calls please.**

Updated 4/9/2018

***Nick's Family Restaurant***

Is now hiring for Cooks, Wait Staff, Dishwashers

Please apply in person: 7934

Ridge Road Sodus, NY

**(315)-483-2287**

Updated 4/9/2018

**SEASONAL HELP WANTED:** Line cook, bartenders, waitresses, bussers, cart girls.

**Apply at *Blue Heron*, 1 Country Club Drive, Macedon.** Daily 1:00 to 4:00pm weekdays.

Updated 3/30/2018

**TIM HORTONS** – Hiring Starting at \$10.75/Hour.

821 W. Union St. Newark NY 14513

Apply now in restaurant or at [www.workattims.com](http://www.workattims.com)

Be prepared for immediate interview Updated 3/19/18

**Maitre D' At Trombino's**  
Is looking for a Full Time Line-  
Cook/Sous Chef  
**\$14.00 an Hour**

Minimum of 2 years experience preferred.  
Please submit a resume on their facebook page or  
stop in person for an application.

12 Pearl St., Lyons, NY, 14489

Updated 4/9/2018

**HELP WANTED- SHORT ORDER COOK**

For Mill's Kitchen

10979 Ridge Rd., Wolcott

*(Will train the right person)*

Send Resume to

[Valerie1mm@gmail.com](mailto:Valerie1mm@gmail.com)

Updated 4/2/2018

**Part Time Bartender  
Little Sodus Inn.**

Fairhaven, NY. Serious inquiries ONLY. Call (315)  
- 297-3080. Leave detailed message if no answer

Updated 3/5/2018

**Six50 Black Oven Cooking**

OPENING APRIL 15<sup>th</sup>

8489 Greig Street, Sodus Point, NY 14555

**HIRING:** Cooks, Waitresses, Hostesses, Ice  
Cream Servers

**Website applications at *Six-50.com* or call  
585-851-9463**

*Serving lunch and dinner 7 days a week.*

Updated 3/12/2018

**BURGER KING  
NEWARK**

Shift Supervisor || Team Member – Regular || Team Member –  
Closing Shift || Team Member – Breakfast Shift  
Must be 18 years of age or older

**WILLIAMSON**

Team Member || Shift Supervisor || Team Member – Breakfast Shift

Applications accepted online at: <http://www.snagajob.com/job-search/w-newark,+ny/q-burger+king>

3/19/2018

## Sales/Customer Service

### Sales Associate/ Stocker – Big Lots : Ontario

As a Store Associate, you will play a key role in the success of the store through: Performing general store operations duties as directed, including chasiering, truck unloading, stocking and merchandise recovery. Greets customers and assists them as required to maintain the highest level of customer service. Participates in: -freight flow process –merchandise presentation and recovery – cashiering including customer loyalty program – furniture department operations – carry outs – cart retrieval. Maintains appearance of the store's interior and exterior to company standards including light maintenance duties and cleaning. Assists in control of shrink and safety results.

**Qualifications:** Prior retail experience preferred, previous experience operating a cash register preferred. Mobility to move freely throughout sales floor and stockroom on a continual basis throughout the shift required. Ability to lift, carry, push and pull a minimum of 50 pounds required. Frequently required to stand for long periods of time, bend, stoop or kneel. Basic English literacy and math skills required. Strong customer service and communication skills required. Ability to work within a flexible schedule preferred.

**Primary Location:** STORE~5623\_ONTARIO, NY 1250 State Route 104 ONTARIO, 14519 **Job:** Store Associates **Schedule:** Regular **Shift:** Standard **Job Type:** Part-Time/Full-Time Updated 4/5/2018

**ALDI  
LYONS, NY  
HIRING FOR  
STORE  
ASSOCIATES**  
<https://careers.aldi.us/>

3/19/18

**Dollar General – Newark is Hiring!** Sales Associates \* – Full or Part Time \* Assistant Store Manager

To apply go to:  
<http://www.dollargeneral.com/> (click on the careers link up in th eright hand corner and search for Newark Location)

Updated 3/19/2018

**DOLLAR GENERAL – WILLIAMSON is Hiring!**

Currently looking to fill the following positions:

**\*Sales Associate \* Lead Sales Associate – full or part time \* Assistant Store Manager**

To apply go to: <http://www.dollargeneral.com/> (click on the careers link up in th eright hand corner and search for Williamson Location)

3/19/2018

### FULL TIME SALES OPPORTUNITY with Greenfield Wireless Authorized Cricket Retailer

NEW Showroom coming soon to Newark  
**Salary, Commission, and Growth Potential**

Join the sales leaders and have some fun!

Resume to:

[Maryweiler@att-premier.com](mailto:Maryweiler@att-premier.com)

Updated 4/2/2018

**Circulation Sales/Marketing  
Finger Lakes Times- Upstate New York**

The Finger Lakes Times is a prestigious, award winning newspaper in the heart of the beautiful Finger Lakes Region of New York. We are currently recruiting a Circulation Sales/ Marketing Supervisor to help us lead our circulation efforts. Retention, direct sales, event and kiosk sales as well as neighborhood sampling programs will be the core responsibilities for the right candidate. The successful candidate will have a solid background in marketing with a passion for developing and implementing promotional ideas and event planning.

*This is a high profile, highly visible position*

**Our paper has won the Associated Press Newspaper of Distinction three out of five years!**

Along with leadership and team building skills, we need a creative problem solver with an energetic and outside-the-box approach to marketing. The leading candidate should have a proven track record of success in sales and marketing. This is a chance to join a very successful, accomplished team of managers and support staff. If you are a team player with strong, creative sales background,

**WE WANT TO TALK TO YOU!**

***We offer competitive salary and bonus potential, and a full benefits package***

If you are interested in a rewarding opportunity with a company that offers a great career potential, please send your resume, cover letter briefly summarizing your talents and achievements, and examples of previous marketing and fundraising campaigns to:

[pmbpub@aol.com](mailto:pmbpub@aol.com)

**Paul Barrett, Publisher**

**Finger Lakes Times**

**218 Genesee Street, Geneva NY 14456**

*We are an equal opportunity employer*

Updated 3/2/2018

**ENPRO INDUSTRIES – PALMYRA, NY**

Hiring For:

Project Lead –Master Data Management || Sales Manger || Accounts Receivable Analyst || Control Engineer Senior || Garlock Rotational Engineer || Business Intelligence Developer || Expansion Joint Builder 2 || Journeyman millwright || Continuous Improvement Engineer || Expansion Joint Technician || Product Specialist

**Apply online at**

**[www.enproindustries.com/companies](http://www.enproindustries.com/companies) (go to careers and search for Palmyra location)**

Updated 4/9/2018

**Finger Lakes Times  
CARRIERS WANTED**

**SUNDAY ONLY**

Walking & Driving routes available  
Earn extra cash- as much as \$50 or more for 2 hours of work

*Typical Hours:*

**Sunday 5-7AM**

Call Jeff Bacon

(800)-388-6652

(315)-789-3351

Updated 3/5/2018

# EXPRESS MART

Grow with Express Mart

Now Hiring for the Newark, Palmyra, & Marion Locations: Sales Associate, Team Leader, Deli Associate/Line Cook, and Management Positions

Apply at your local Express Mart or online at

[www.expressmart.com/careers](http://www.expressmart.com/careers)

Updated 3/19/2018

## **COUNTER SALES REPRESENTATIVE – AUTO PARTS – LIGHTS AUTO PARTS INC. – NAPA AUTO PARTS – Palmyra – PART TIME**

Provide exceptional customer service to all store customers. Assist both retail and wholesale customers with their auto parts questions and needs, either in person, via the telephone, or through online ordering. Handle cash, credit card, and other purchasing transactions. Operate the store point of sale system (TAMS) to search for parts and customer accounts, and to invoice and pull orders. Pull and prepare inventory orders for customer pick up or delivery. Operate the electronic and paper cataloging system to retrieve up to date parts information. Effectively communicate features, benefits, and warranty policy information to customers. Demonstrate a positive, helpful attitude as well as professional conduct and appearance at all times.

### **Part Time Driver Needed:**

The Delivery Driver is an important member of the store team, and is primarily responsible for:

Providing timely and correct parts deliveries to our wholesale customers

- Establishing an efficient route of delivery
- Maintaining professional attitude, conduct and appearance
- Maintaining the delivery vehicle to include cleanliness and maintenance of the vehicle
- Operating the delivery vehicle in a safe and cautious fashion to maintain a clean driving record
- Back up in store positions when needed

We are proud of our Light's Auto Parts NAPA team and ready to share the KnowHow! Apply to start your career today. **Qualifications**

- Valid Driver's License (DMV - MVR is required)
- High School Diploma or equivalent
- Experience a plus
- Physical Requirements: Lifting-- approximately 50 pounds
- Valid Drivers License

3/19/18

## **SPEEDWAY LLC – ONTARIO** (Updated 3/19/18)

**Assistant Manager Trainee 40** - Serves as a trainee for a specific duration with the intention to prepare for service as an Assistant Manager; learns essential aspects of the Assistant Manager job and demonstrates successful completion prior to being promoted; learns how to serve as the leader and to oversee the retail operation of a specific store, in conjunction with the General Manager; and learns how to help ensure that the store operates efficiently and in compliance with applicable Federal, State and local laws and Company policies

**Lead Customer Service Representative and Customer Service Representative:** Full time and Part Time Positions avail. Specializes in providing outstanding service to customers while running a register and working on the sales floor; ensures that items meet the required stock levels and presentation standards; and that cleanliness and safety standards are met or exceeded; greets customers in a friendly manner and suggestively sells products to help increase sales; makes effort to ensure that customers leave with a good impression of the Company and are likely to return.

**Apply at: <https://www.speedway.com/Careers>**



**SALES ASSOCIATE: SONBYRNE SALES | Byrne Dairy- Newark NY**

The Sales Associate provides excellent customer service, follows company policies and procedures and sells products to individuals at Byrne Dairy retail stores. Job Responsibilities: Ensuring customer loyalty by providing exceptional customer service, responding to customers questions and resolving their problems and needs in a friendly, accurate and timely manner, following customer policy and procedure and all laws governing alcohol beverage and tobacco sales, following all company safety and security policies, looking for and eliminating safety hazards, operating cash register and all point-of-sale equipment efficiently, handling cash in accordance with company policies, cleaning grocery shelves, parking lots, restrooms, store interior and store exterior, preparing food products, stocking products on shelves and coolers and freezers, reporting to work on time and when needed adjusting to changes in work schedule, ability to read and interpret documents such as policies and procedures, ability to lift up to 40 pounds, ability to stoop, kneel or crouch when stocking and cleaning shelves. Point-of-sale experience a plus.

[www.indeed.com/jobs](http://www.indeed.com/jobs)

3/19/18

**CUSTOMER SERVICE REPRESENTATIVE – SUPERIOR PLUS ENERGY – RED CREEK**

Are you customer service oriented and enjoy a fast paced environment? Superior Plus Energy Services is currently seeking a highly motivated, customer focused, Customer Service Representative whose role is to answer incoming calls from customers, contact existing and future customers, educating and providing customers with information on our products and services, and professionally and efficiently handling complaints and working with customers to resolve in a positive manner. **Primary Responsibilities:** Professionally handle incoming requests and calls from customers while ensuring that issues are resolved accurately and promptly. Assist and support walk in customers at location. Contact customers to answer inquiries, resolve concerns and create new business. Process orders and complete forms/applications as required to fulfill customer requests Assist sales team with incoming requests and outbound notification for new services and products Support additional CSC needs and requirements as assigned. **Education and Experience:** High school diploma or equivalent, or equivalent experience. The ideal candidate will have 2 years of Customer Service experience in a high volume call center/customer service experience.

Apply online at: <https://www.superiorplusenergy.com/about-us/open-positions> (search Red Creek Location)

Updated 4/9/2018

**FASTRAC –Clyde - NOW HIRING for the following positions:**

**Food Service Worker - Customer Service Rep - Store Manager - Assistant Store Manager – Fuel Transport Drivers**

To apply: <https://fastracacafe.com/careers/> (search Clyde Location 14433)

**FASTRAC –Wolcott - NOW HIRING for the following positions:**

**Food Service Worker - Customer Service Rep - Store Manager - Assistant Store Manager – Fuel Transport Drivers – Kitchen Manager**

To apply: <https://fastracacafe.com/careers/> (search Wolcott Location 14590)

Updated 4/9/2018

**PEEBLES – STAGE STORES - Newark****Hiring for the following positions:**

**Visual Associate:** To ensure execution of corporate visual and merchandising directives, review and understand all corporate directives, including weekly planners, monthly visual merchandising instructions, buyer updates, and quarterly floor plans. Must be knowledgeable of all visual elements and merchandise fixtures. Assist store management with special projects, floor moves, special events, corporate requests, and train associates on presentation standards.

**Supervisor:** To serve a dual function in the store, that of a Sales Associate, and that of a Supervisor. A Supervisor's priority is selling and customer service. The Supervisor will function as a key carrier (manager-in-charge) during designated shifts as part of the management schedule in the absence of another member of management.

**Store Manager Trainee:** To train and relocate to become a store manager in a 3-12 month period.

**Store Manager:** To manage total store to maximize sales, service, presentation and profitability and to minimize inventory shortage.

**Sales Associate:** To greet and assist customers with the selection of merchandise.

**Custodian/Freight Associate:** Depending on your location your responsibilities will be ensuring merchandise is processed in a timely manner and/or ensuring store is cleaned and maintained on a regular schedule.

**Counter Manager:** To provide an environment that encourages and maximizes sales for a Cosmetic Treatment Brand (Lauder, Clinique, Lancome or Arden/Fashion Fair). To promote good working relationships among Beauty Advisors, the cosmetic department and Store management.

**Assistant Store Manager:** The Assistant Store Manager(s) will be responsible for the merchandising and operations of one (1) or more areas of the store. The Assistant Store Manager will oversee other areas of the store in the absence of the Store Manager or other Assistant Manager(s) or Sr. Assistant Manager (if applicable). The Assistant Manager will also have Sales Associate responsibilities.

Apply at: [https://stores.stage.com/nv-newark-5221?utm\\_source=Local&utm\\_medium=SweetQ\\_Local&utm\\_campaign=search](https://stores.stage.com/nv-newark-5221?utm_source=Local&utm_medium=SweetQ_Local&utm_campaign=search)

Updated 4/9/2018

## Automotive/Drivers/Mechanic

### **BARR TRANSPORTATION CLASS A TRUCK DRIVER WANTED**

- Full or Part Time
- Regional runs with home time
- Flat bed experience a plus
- Great pay and benefits

Call Jim @ Barr Transportation  
315-253-4991 or email [barrtransportation3@gmail.com](mailto:barrtransportation3@gmail.com)

Updated 3/19/2018

### **AUTOMOTIVE DETAILER – AUTO OUTLETS USA – WOLCOTT**

We have great opportunities whether you're a seasoned automotive professional or want to start your career in the car business. You should be working for a car dealership where your efforts are appreciated and involved in your career. Our leadership team has a tremendous history of building loyal, smart, and successful careers for retail automotive professionals. Our core values are simple: We build successful businesses around people with strong character, a solid work ethic and the desire to truly help car buyers have a great experience. We offer full benefits. 401k, Health, Dental, Vision & Vacation time! Full-time. High school or equivalent. **Required experience:** automotive detailer: 1 year

**Required license or certification:** Driver's License

**Apply online at** <https://www.autooutletsusa.com/careers/>

Updated 4/9/2018

### **TANKWAGON DRIVER – SUPERIOR PLUS ENERGY – PALMYRA**

Updated 3/19/2018

Full time. Reporting directly to the CSC or Delivery Manager, the Tankwagon Driver is responsible for the safe and timely delivery of product to our customers. The Tank Wagon Driver will deliver, load and unload petroleum into the bulk truck and end use containers while providing exceptional customer service. The Tank Wagon Driver will also be accountable for upholding the highest standards for safety in the delivery and handling of petroleum and for conducting regular vehicle inspections and maintenance.

**Education and Experience:** High school completion, Minimum of one (1) year experience

**Required Licenses or Professional Certification:** some of the certificates will be trained once hired.

CDL Class B with tanker and Hazmat endorsement. Appropriate State Issued Drivers License with an air brake ticket and clean drivers abstract. PGAC 100-1 Dispensing Product is an asset. Up to date DOT medical certification.

**Apply online at:** [www.superiorplusenergy.com](http://www.superiorplusenergy.com)

**CDL DRIVERS & HELP WANTED!** Full Time and Part Time positions available:

- Fridays are half day working schedule
- Servicing East side of Monroe County and West side of Wayne County

**Please call us today – Lilac Disposal, Inc.  
(585)- 872-6500**

Updated 3/30/2018

### **PART TIME BUS OPERATORS NEEDED! Regional Transit Services (RTS)**

Help us help our customers enjoy the ride!

Ontario County • Wyoming County • **Wayne County** • Livingston County • Genesee County  
Drives bus or other revenue service vehicle to transport customers over specified routes to local points according to a time schedule

**REQUIREMENTS:** Applicant must possess a high school diploma or GED; a valid NYS Commercial Driver's License Class C with passenger endorsement, minimum of 5 years Class D auto driving experience and a clean driving record; applicant will be required to pass a pre-employment physical and drug test; criminal background check conducted. This position complies with NYS 19A requirements.

Visit any Regional Location to apply, or apply online: [myRTS.com/Work-For-RTS](http://myRTS.com/Work-For-RTS)

Wayne County Location: **RTS Wayne, 7277 Route 31, Lyons, NY 14489**

Equal Opportunity Employer

Updated 4/2/2018

Truck Driver Trainees Needed Now!  
Earn \$1,000 per week! Paid CDL  
Training!

Stevens Transport Covers All Costs  
1-877-209-1309

Drive4stevens.com

Updated 4/9/2018

### **DRIVERS**

1yr Class A: \$57,000 to \$77,000  
yearly

\$500 Orientation Pay!

\$16.00/hr Detention Pay!

Medical, Dental, Vision

Home EVERY Weekend!

855-200-4631

Updated 4/9/2018

### **Drivers**

Class A-CDL: Increased pay & new trucks!  
Dedicated routes!

NO CDL? No Problem-Call Swift today!

855-292-2945

Updated 4/9/2018

### **Counter Help/Driver**

Full Time

Wolcott Parts Plus

(315)-594-8013

4/9/2018

### **FULL TIME/ PART TIME MECHANIC**

**Wolcott Auto, Inc.**

**Repair | Sales | Service**

Call 315-594-2303 | Fax 315-594-2108

Or E-mail applications to

[Wolcottauto8@gmail.com](mailto:Wolcottauto8@gmail.com)

5660 Limekiln Rd, Wolcott, NY

Updated 3/5/2018

### **Fowler Farms**

Is now accepting applications for  
Reliable Truck Drivers  
NO CROSS- COUNTRY DRIVING  
CDL REQUIRED

***Apply in person at:***

10273 Lummisville Rd.,

Wolcott, NY

Updated 3/12/2018

### **K & D Disposal Inc**

#### **CLASS B DRIVER**

Class B CDL Drivers Needed

Must have 5 years CDL Driving experience, have a clean license, and  
be drug free. A copy of your MVR is needed upon interview. Pay is  
discussed at interview and depends on experience.

*Veterans encouraged to apply!*

Please pick up an application at

**K & D Disposal, INC.**

Located at 5076 Route 31

Newark, NY 14513

Or send resume to [KDDAWN4790@yahoo.com](mailto:KDDAWN4790@yahoo.com)

315-331-3889

Updated 3/2/2018

### MONTEMORANO BROS. INC.

- Part Time position available (25-40 Hours Seasonal)
- Full Time year round position with seasonal overtime  
CDLB Required, pay based on experience and performance, Health benefits

Call (315) - 923-7756, 8:30am to 3pm for applications

Updated 3/12/2018

### Phelps Supply AGRICULTURAL BUSINESS EMPLOYMENT OPPORTUNITIES:

CDL Drivers A or B  
Delivery- CLASS D  
F/T with overtime  
P/T Flexible hours

April-August, longer potential

Apply at: **PHELPS SUPPLY INC.**  
**1368 Junction Rd., Phelps or**  
**Psupply190@hotmail.com**

4/9/2018

### VAC TRCK OPERATORS AND LABORERS

#### Part Time

Must have a valid Class D  
License. No experience  
necessary- will train.

Pick up application at:

**Stil-Betcha Tan**

1403 State Route 96

Waterloo, NY 13165

Updated 3/2/2018

### ROGER MORRISON EXCAVATING LLC

Equipment Operator/ Truck Driver

(Year Round Work)

CDL Class A Preferred- some heavy  
lifting/hand labor involved

*Benefits and retirement offered!*

Please call **(315)-597-3585** or email  
resumes/ inquiries to:

**rjmorrison5@rochester.rr.com**

Updated 2/23/2018

### **NOW HIRING- DELIVERY DRIVER/PROPANE TANK SETTER**

Join our family and be treated like family. For over 100 years we have  
been a family owned and operated local business.

We are looking for a full-time local delivery driver to join our team in the  
**Wolcott** area. CDL Class B Required we train for HAZMAT.

E&V rewards its team members with: competitive wages plus  
performance bonuses, health benefits, 401k, flexible hours, vacation pay,  
holiday pay and on-going training and support for those who want to  
continue to develop their skills with growth opportunities.

E&V is a family business that began in 1913 in Wolcott, NY and has grown to  
serve 27 counties all over the upstate NY region. Our operations are based out of  
our eight offices located throughout central NY. Over the years, with our  
continued growth, we have never lost sight of the importance of each one of the  
individuals on our team.

**11858 West Main Street Wolcott, NY 14590**

**(315)-594-8076 email: [evwol@rochester.rr.com](mailto:evwol@rochester.rr.com)**

Updated 3/19/2018

**MARTENS FRESH**

Is currently hiring for the following positions:

- Class A CDL Drivers
- 1<sup>st</sup> Shift Production Maintenance 2+ Years Experience
- Staff Accountant Bachelor's Degree
- Quality Assurance Assistant
- Forklift Driver

*Excellent Benefit package offered 401(K), vacation, holiday pay and health insurance*

Please send letter of interest or resume to

**[kate@spudsrus.com](mailto:kate@spudsrus.com)**

or come in and fill out an application at

**1323 Towpath Rd. Port Byron, NY 13140**

Updated 2/23/2018

**Office/Administration/Secretarial**

**HOBART AND WILLIAM SMITH COLLEGES**

*Disability Services Exam Proctor/Scribe- Center for Teaching and Learning*

Provide evening/ weekends exam proctoring, final exam proctoring, exam scribing, and/or reading exams out loud. College degree required.

This is a part-time, per-diem position with a pay rate of \$15 per hour

Review of applications will begin immediately and continuously. Interested applicants are encouraged to submit a cover letter, resume/CV which includes educational background, areas of academic specialty or interest such as math, languages, physics, etc., and the names with contact information of at least three (3) professional references to our application service:

***Interfolio <https://apply.interfolio.com/49453>.***

If you have any questions about using Interfolio, please send to [ferran@hws.edu](mailto:ferran@hws.edu).

Updated 3/19/2018

**Accounting Assistant/ Order Processing**

Responsible for: Order Processing, Accounting Reports, Billing Close, Revenue Reports, Collection

Experience 2-5 years accounting and electronic billing systems; Microsoft Office/Excel, detail oriented, good communication skills.

**To apply send resume to: [pwilder@messengerpostmedia.com](mailto:pwilder@messengerpostmedia.com)**

Please type "Accounting Assistant/Order Processing" on subject line

Updated 3/19/2018

**The Town of Rose is looking to fill the position of:**

Updated 3/12/2018

**Part-Time Clerk to the Court**

**This position is 20 hours per week**

Town of Rose Residency is mandatory (Must have lived in town for over 30 days)

Experience in Court Procedure and paperwork preferred

Experience with a computer necessary

Able to pass a drug test and background test

**Applications can be picked up from The Town Clerk at 5074 North Main St. in North Rose, NY during regular office hours. If you have any questions, please call 315-587-4418 ext. #2.**

**The Town of Rose has openings for the following positions:**

- **Alternates to the Planning Board**
- **Alternates to the Zoning Board of Appeals**
- **Assistant Animal Control Officer** (*Part-Time*)

Town of Rose residency preferred for these positions. Those interested persons may pick up an application from the Town Clerk at 5074 North Main Street, North Rose, during regular business hours.

*Any questions on these positions,  
Please call 315-587-4418 Ext. 2*

-By Order of the Rose Town Board  
Christine M. Smith, Town Clerk

Updated 3/12/2018

**RECEPTIONIST, TAX PROFESSIONAL, FIRST YEAR TAX PROFESSIONAL  
H&R BLOCK**

Seeking talented individuals to join our network of professionals, serving clients with diverse tax needs.

We offer competitive pay, flexible schedules available, and career advancement opportunities.

H&R Block is the industry's largest consumer tax services provider<sup>1</sup> and we have been focused on client service for over 60 years.

**Apply today using any device at [www.hrblock.com/careers](http://www.hrblock.com/careers) > Tax Office Jobs**

Updated 3/19/2018

**Board of Assessment Review**  
**Position Available:**

The town of Wolcott is looking for a qualified individual to fill the remainder of a 5 year term on the Board of Assessment Review. Any interested persons can submit a letter of interest to the Wolcott Town Board, 6070 Lake Avenue, Wolcott, NY 14590 (Fax: 315-594-6572) No later than March 30<sup>th</sup>, 2018

Updated 3/19/2018



**WAYNE COUNTY CIVIL SERVICE**

**HEAD CUSTODIAN**

**Wayne County Civil Service- Human Resource Office**

26 Church Street \* Lyons, New York 14489

Telephone: (315)- 946-7483 \* Facsimile: (315)-946-7488 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #60-460 O.C. - Use of calculators is ALLOWED

**EXAMINATION DATE:** Saturday, June 9, 2018

**LAST FILING DATE:** By close of business date on Wednesday, May 2, 2018

**FILING FEE:** \$10.00 (Non-refundable) must be submitted with completed application

These positions exist within Wayne County School Districts.  
The eligible list will be used to fill vacancies as they occur.

**SALARY:** Varies with each district.

**DUTIES:** Has responsible charge of custodial and maintenance work of school facilities and equipment; does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered two year college with an associate degree in construction technology, engineering technology, building construction technology, building maintenance or related field and one year of building cleaning and maintenance experience; or
- B. Graduation from high school and three years of experience as outlined in (A) above; or
- C. Four years of experience as outlined in (A) above.

**Subjects of Examination:** A written test designed to evaluate knowledge, skills and/ or abilities in the following areas:

- 1. **Ability to read and follow written instructions** – These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.
- 2. **Building Cleaning** – These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.
- 3. **Building operation and maintenance** – These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.
- 4. **Operation and routine maintenance of heating, ventilating, and air conditioning systems** – These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.
- 5. **Supervision and Training** – These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisor questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

**A guide for the Written Test for High-Level Custodians is available at the New York State website:**

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Updated 3/8/2018

# PROGRAM SUPERVISOR

## Wayne County Civil Service- Human Resource Office

26 Church Street \* Lyons, New York 14489

Telephone: (315)- 946-7483 \* Facsimile: (315)-946-7488 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #65-825 O.C. Use of calculators is **ALLOWED**

**EXAMINATION DATE:** Saturday, May 12<sup>th</sup>, 2018

**LAST FILING DATE:** By close of business day on Wednesday, April 11<sup>th</sup>, 2018

**FILING FEE:** \$10.00 Filing fee **MUST** be submitted with completed application

### **RESIDENCY REQUIREMENTS HAVE BEEN WAIVED FOR THIS EXAMINATION**

*This position exists in the Wayne County Mental Health Department. The eligible list will be used to fill vacancies as they occur.*

**2018 ANNUAL SALARY:** \$58,654

**Duties:** This is professional work involving the responsibility for planning, administering and supervising mental health services within a specific program of the Wayne Behavioral Health Network.

**MINIMUM QUALIFICATIONS:** Master's Degree in social work, psychology, nursing, mental health counseling, or related Behavioral Sciences, and three (3) years experience in community mental health in a professional capacity.

AND/OR (depending on Vacancy):

**Mental Health Program:** Licensed by New York State as a Licensed Clinical Social Worker (LCSW) or a Licensed Mental Health Counselor (LMHC), or a registered Professional Nurse (RPN).

**Substance Abuse Program:** Applicants must also possess a NYS Certified Alcohol and Substance Abuse Counselor (CASAC) at time of appointment.

**Subjects of examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Developing & implementing treatment in a social work program -** These questions test for knowledge, understanding, and ability to apply social work concepts, theories, principles, and practices in a mental hygiene program which provides services to clients who have various mental hygiene conditions such as mental illness, developmental disabilities or addiction. Questions may cover such topics as assessment, development, and implementation of treatment; coordination of treatment; evaluation of treatment; coordination of services; social work standards; roles of treatment team members; individual, family, and group counseling; community services; behavior management; crisis intervention; and patient/client advocacy.

**2. Interviewing -** These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

**3. Preparing written material -** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**4. Supervision -** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**5. Working with individuals to promote mental health -** These questions test for knowledge of characteristics, causes and treatment methods associated with chronic mental illness and/or addiction. Questions cover such topics as establishing, maintaining and terminating client relationships; recognizing, interpreting, and responding to individual and group behaviors; providing access to essential services such as financial, housing, medical, educational, legal, vocational, and recreational; and eligibility criteria of programs and agencies offering such services

**The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)**



# **SOCIAL WELFARE EXAMINER**

## **Wayne County Civil Service- Human Resource Office**

26 Church Street \* Lyons, New York 14489

Telephone: (315)- 946-7483 \* Facsimile: (315)-946-7488 \* Web: [web.co.wayne.ny.us](http://web.co.wayne.ny.us)

**EXAMINATION NUMBER:** #63-803 Open Competitive

Use of calculators is **ALLOWED**

**EXAMINATION DATE:** Saturday June, 23<sup>rd</sup>, 2018

**LAST FILING DATE:** By close of business day on Wednesday, May 9<sup>th</sup>, 2018

**APPLICATION FEE:** \$10.00 (Non-Refundable) filing fee **MUST** be submitted with completed application

This is a position within the Wayne County Department of Social Services.

This examination eligible list will be used to fill any vacancies.

Applicant must be a Wayne County Resident.

**2018 Hourly Rate:** \$19.97

**DUTIES:** May perform a combination of assignments in connection with determining financial eligibility, categorical classification, continued eligibility and income maintenance depending on the size, organization structure and work activity needs of the social service district.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree; or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance; or
- C. An equivalent combination of training or experience as defined by the limits of (a) and (b).

**Subjects of examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

### **1. Interpreting and applying written Social Welfare program materials, and using basic arithmetic in determining eligibility for assistance**

You will be presented with written passages related to Social Services policies and procedures and be asked to interpret their meaning and/or apply this material to hypothetical case situations. Secondly, you will be given sets of written instructions and regulations regarding such Social Services programs as cash assistance, medical assistance, and Supplemental Nutrition Assistance Program (SNAP) benefits.

You must read and understand the instructions given, including schedules of arithmetic figures, and apply these instructions to hypothetical case problems. Some questions require using arithmetic to compute the correct amount of assistance.

Previous knowledge of Social Services programs or the eligibility process is not required.

**2. Recording case notes** You will be given several sentences from a typical case report paragraph and one additional sentence. You must determine the best place in the paragraph to put the additional sentence in order to make the report coherent and meaningful.

### **3. Interviewing**

You must apply principles and techniques of interviewing to such problems as asking and answering questions, explaining requirements and helping the client understand his or her responsibilities, helping the client feel at ease, structuring and controlling the interview, reacting appropriately to inconsistencies, dealing with a variety of feelings of clients, maintaining confidentiality, and identifying the need for and making appropriate referrals. In addition, some questions may deal with contacting or interacting with other community organizations and agencies to benefit the client or the general public.

**A Guide for the Written Test for Social Welfare Examiner is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.**

Updated 3/26/2018

## PROBATION ASSISTANT

### Wayne County Civil Service- Human Resource Office

26 Church Street \* Lyons, New York 14489

Telephone: (315)- 946-7483 \* Facsimile: (315)-946-7488 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #60-236 O.C.

Use of calculators is ALLOWED

**EXAMINATION DATE:** Saturday, June 23<sup>rd</sup>, 2018

**LAST FILING DATE:** By close of business day on Wednesday, May 9<sup>th</sup>, 2018

**APPLICATION FEE:** \$10.00 (Non-Refundable) filing fee MUST be submitted with completed application

This is a position within the Wayne County Probation Department.

This examination eligible list will be used to fill any vacancies.

Applicant *must* be a Wayne County Resident.

**2018 Hourly Rate:** \$19.97

**DUTIES:** This is a para-professional position involving responsibility for assisting probation officers in a local probation agency in selected tasks related to the various processes of probation service.

**MINIMUM QUALIFICATIONS:** Either:

- A. Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and one (1) year of responsible administrative clerical experience or program supervision; or
- B. Satisfactory completion of a minimum of 30 semester credit hours in a regionally accredited or New York State registered college or university and two (2) years of responsible administrative clerical experience or program supervision.

**Subjects of Examination:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Interviewing:** These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from a interviewing situation, and you must choose the most appropriate course of action to take.
2. **Office record keeping:** These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record of system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.
3. **Preparing written material:** These questions test for the ability to write the kinds of reports and correspondence required in criminal justice settings such as probation and parole. Some questions test for the ability to present information clearly and accurately. Others test for the ability to organize paragraphs logically and comprehensively.
4. **Understanding and interpreting written material:** These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

Updated 3/26/2018

## PROBATION OFFICER TRAINEE

### Wayne County Civil Service- Human Resource Office

26 Church Street \* Lyons, New York 14489

Telephone: (315)- 946-7483 \* Facsimile: (315)-946-7488 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #63-626 **Open Competitive**

Use of calculators is **ALLOWED**

**EXAMINATION DATE:** Saturday, June 23, 2018

**LAST FILING DATE:** By close of business day on Wednesday, May 9, 2018

**APPLICATION FEE:** \$10.00 (Non-Refundable) filing fee **MUST** be submitted with completed application

This is a position within the Wayne County Probation Department.

This examination eligible list will be used to fill any vacancies.

Applicant must be a Wayne County Resident

**2018 Hourly Rate:** \$22.23

The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees received on the job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the titles of probation officer without further examination.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in the social or behavioral sciences \*.

- Candidates must submit a student or official college transcript(s) or itemized list of course work and credits received, at time of application.

**NOTE:** The minimum qualifications are regulated by the New York State Office of Probation and Correctional Alternatives- Division of Criminal Justice Services (Appendix H-10 of the regulations)

**Special Requirement:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State at time of appointment and maintenance of said license for the duration of employment.

**Appointees** are subject to finger printing by Division of Criminal Justice Services and may be responsible for a \$75.00 fee. Applicants may be subject to an extensive background investigation.

**Subjects of Examination:** A written test designed to evaluate the knowledge, skills and/or abilities in the following areas:

1. **Principles and practices of offender counseling and supervision:** These questions test for the knowledge and application of principles and practices of offender counseling and supervision in a law enforcement setting. Questions present situations typically encountered while establishing and maintaining working relationships with offenders, such as obtaining information from offenders, exploring offenders' social, psychological, or legal problems, and supervising offender rehabilitation. Candidates will be required to choose the best analysis of, solution to, or approach for handling the problem described. Specific knowledge of laws, rules, regulations, or procedures regarding offender counseling and supervision is not required to answer these questions.
2. **Preparing written material:** These questions test for the ability to write the kinds of reports and correspondence required in criminal justice settings such as probation and parole. Some questions test for the ability to present information clearly and accurately. Others test for the ability to organize paragraphs logically and comprehensively.

The New York State Department of Civil Service has prepared a test guide for this series, also available, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at:

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

Updated 3/26/2018

# PROBATION OFFICER

## Wayne County Civil Service- Human Resource Office

26 Church Street \* Lyons, New York 14489

Telephone: (315)- 946-7483 \* Facsimile: (315)-946-7488 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #63-563 **Open Competitive**

Use of calculators is **ALLOWED**

**EXAMINATION DATE:** Saturday, June 23, 2018

**LAST FILING DATE:** By close of business day on Wednesday, May 9, 2018

**APPLICATION FEE:** \$10.00 (Non-Refundable) filing fee **MUST** be submitted with completed application

These positions exist within Wayne County Probation Department.

The examination eligible list will be used to fill any vacancies that occur.

Applicant *must* be a Wayne County Resident

**2018 Hourly Rate:** \$25.39

**General Statement of Duties:** Provides evaluation, investigation, and supervision services for persons with the jurisdiction of the courts, does related work as required.

### **Minimum Qualifications:**

- A. Graduate degree in social work, education, administration, law, sociology, psychology, criminology or a related field; OR
- B. Bachelor's degree and two years' experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; OR
- C. Appropriate combination of above training and experience

**NOTE:** The minimum qualifications are regulated by the New York State Office of Probation and Correctional Alternatives- Division of Criminal Justice Services (Appendix H-10 of the regulations).

**Special Requirement:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State at time of appointment and maintenance of said license for the duration of employment.

**Appointees** are subject to finger printing by Division of Criminal Justice Services and may be responsible for a \$750.00 fee. Applicants may be subject to an extensive background investigation.

**Subjects of examination:** A written test designed to evaluate knowledge, skills, and/ or abilities in the following areas:

- 1. Principles and practices of offender counseling and supervision:** These questions test for the knowledge and application of principles and practices of offender counseling and supervision in a law enforcement setting. Questions present situations typically encountered while establishing and maintaining working relationships with offenders, such as obtaining information from offenders, exploring offenders' social, psychological, or legal problems, and supervising offender rehabilitation. Candidates will be required to choose the best analysis of, solution to, or approach for handling the problem described. Specific knowledge of laws, rules, regulations, or procedures regarding offender counseling and supervision is not required to answer these questions.
- 2. Preparing written material:** These questions test for the ability to write the kinds of reports and correspondence required in criminal justice settings such as probation and parole. Some questions test for the ability to present information clearly and accurately. Others test for the ability to organize paragraphs logically and comprehensively.

**The New York State Department of Civil Service has prepared a test guide for this series, also available, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)**

Updated 3/26/2018

**QUALITY ASSURANCE COORDINATOR**  
**Wayne County Civil Service – Human Resource Office**  
26 Church Street \* Lyons, NY 14489

Telephone: (315)- 946-7483 \* Facsimile: (315)- 946-7488 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #61-442 O.C.                      Use of calculators is **ALLOWED**  
**EXAMINATION DATE:** Saturday, June 9<sup>th</sup> 2018  
**LAST FILING DATE:** By close of business day on Wednesday, May 2<sup>nd</sup>, 2018  
**APPLICATION FEE:** \$10.00 (Non-refundable) filing fee **MUST** be submitted with completed application

This is a position within the Wayne County Public Health Department.  
This examination eligible list will be used to fill any vacancies.

**SALARY:** 2018 Hourly Rate: **\$25.39**

**DUTIES:** Involves responsibility for overseeing and coordinating the Performance Management Quality Improvement Program within the Public Health Department. The incumbent is responsible for reviewing and assessing staff training needs to improve both performance and quality, resulting in improved efficiency, effectiveness, performance, accountability and outcomes that result in improved health equity.

**MINIMUM QUALIFICATIONS:** Either

- A. A Master's Degree in Public Health, Public Administration, Healthcare Administration, Business Administration, Education, Nursing, or related field. Or;
- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Public Health, Public Administration, Healthcare Administration, Business Administration, Education, Registered Professional Nursing \*\_ or related field; and two years of experience in field of quality improvement or quality assurance processes. Or;
- C. Graduation from a school of nursing approved by State Education Department from a course approved by such department qualifying for Registered Professional Nurse \*\_; and two years of experience in field of quality improvement or quality assurance processes.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Driver's License or otherwise demonstrates the ability to meet the transportation needs of the job. **Registered Professional Nurse \*\_** must maintain professional nursing license throughout employment.

**Subjects of Examination:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Educating and interacting with the public:** These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
2. **Interviewing:** These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.
3. **Medical Terminology:** These questions test for knowledge of words, phrases, and abbreviations used in medical diagnosis and therapy. Questions may cover such topics as diseases, symptoms, pharmaceuticals, medical specialties, anatomy, treatment modalities, medical supplies, and medical equipment. Prefixes and suffixes used in medical terminology may also be included.
4. **Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

Updated 3/26/2018

## **DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING**

Applications are currently being accepted at the Wayne County Human Resource Office for the position of DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING within the Department of Economic Development and Planning.

**2018 Rate: Salary Depending on qualifications**

**Applications accepted up to close of business day on Tuesday, April 10<sup>th</sup>, 2018**

### **DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING**

**Distinguishing Features of the Class:** This is an administrative position that manages and supervises portions of the Economic Development and Planning Department, under the supervision of the Director. The incumbent applies business and economic principles and practices to attract new businesses and industry, retain and expand existing businesses, increase employment opportunities and serve business needs. The duties are performed with exercise of judgment within the confines of applicable state and federal laws, as well as generally acceptable practices of the planning and economic development professionals. Work is performed under the general direction of the Director of Economic Development and Planning in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. May supervise professional and support staff. Assists the Director in the administration and supervision of planning related functions of the department including, but not limited to land use planning, water resource planning, comprehensive plans and infrastructure. These services are provided to the County, its municipalities and other community groups. Does related work as required.

#### **Typical Work Activities:**

- Assists the director in developing and implementing marketing plans and strategies;
- May direct or support the activities of the Industrial Development Agency (IDA), the Wayne Economic Development Corporation, including the preparation of reports, receipt of applications for consideration, and related activities;
- Assists the director in the administration and supervision of the Planning Department and its staff with such projects and activities as: land use planning, comprehensive plans, water resources planning, environmental initiatives, zoning, infrastructure planning and development, transportation and logistics projects, community development, preparation of grand applications, and a wide range of other technical assistance to the County and its municipalities;
- Guides and assists in preparation of feasibility studies and statistical analysis for planning reports, including supervision of consultant documents.
- Participates in regional, state and federal planning activities/efforts, including review of new planning and environmental legislation (e.g. National Flood Insurance Program changes, sustainability planning).
- Assists with the planning and implementation of local community development activities (e.g. downtown revitalization)
- Assists the director in preparation of proposed and final budgets for the department, affiliated organizations (e.g. IDA) and specific local projects.
- Coordinates with the director on administration of the Business Retention and Expansion (BR&E) Program;
- Prepares financing and incentive packages for expanding companies;
- Accepts and reviews loan applications, underwrite and make recommendations to IDA Board;
- Assist the director in supervising consultants retained for specialized studies or projects;
- Recommends economic development projects for consideration by the Director and respective organizations (e.g. IDA, Board of Supervisors, etc.);
- Insures that the IDA and other county development organizations conform to State and Federal Laws, obligations and requirements;
- Assists the director and the Department in remaining current on new funding and incentive programs, as well as general economic development programs and practices;
- Works with the Director to assess infrastructure needs in the county, recommend solutions to resolve them and implement projects;
- Assists the Director and the Department in applying for grant and loan funds to accomplish the mission of the Department
- Monitors existing businesses and collects data on their needs and plans;
- Assists the Director in working with other economic development, planning and related organizations;
- Acts as Compliance Officer to ensure that the department and the IDA act in accordance with all existing State and Federal regulations such as the NYS Public Authorities Accountability Act of 2005 and the Public Authority Reform Act of 2009.

#### **Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:**

- Thorough understanding of County goals and objectives for planning, economic development, funding and incentive sources, and application procedures;
- Knowledge of the principles, practices and methods of economic development, as well as municipal and regional planning, land use and zoning;
- Knowledge of business practices and financial principles;
- Ability to analyze and understand financial statements;
- Ability to organize, plan, coordinate all activities related to grant applications;

(CONTINUED ON NEXT PAGE)

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- Ability to coordinate Department goals, objectives, and work in progress with the IDA and related local economic development corporations;
- Ability to represent the county as assigned

#### MINIMUM QUALIFICATIONS

- Graduation from a NYS Registered or regionally accredited university with a Master's Degree in Business or Public Administration, or a closely related field and two (2) years of paid full time experience in economic development, one year of which must have been in a responsible supervisory or administrative capacity; OR
- Graduation from a NYS Registered or regionally accredited university with a Bachelor's Degree in Business or Public Administration, or a closely related field and four (4) years of paid full time experience as described in A above; OR
- Graduation from a NYS registered or regionally accredited university with a Bachelor's Degree and seven (7) years of paid full time experience as described in A above; OR
- Any equivalent combination of training and experience as indicated in "a", "b", and "c" above.

Updated 3/23/2018

## SENIOR CUSTODIAN

### Wayne County Civil Service- Human Resource Office

26 Church Street \* Lyons, New York 14489

Telephone: (315) - 946-7483 \* Facsimile: (315)-946-7488 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #61-123 O.C. – Use of calculators is ALLOWED

**EXAMINATION DATE:** Saturday, June 9, 2018

**LAST FILING DATE:** By close of business day on Wednesday, May 2, 2018

**FILING FEE:** \$10.00 (Non-refundable) must be submitted with completed application

These positions exist within Wayne County School Districts.  
The eligible list will be used to fill vacancies as they occur.

**SALARY:** Varies with each district

**DUTIES:** This position involves responsibility for the proper cleaning, maintenance and heating of school building (s). Work is performed in accordance with general instructions and is subject to review by a superior. Immediate supervision is exercised over the work of employees engaged in various custodian cleaning activities.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience in building cleaning and maintenance work, or two years of experience in any standard mechanical or construction trades or an equivalent combination of experience and training.

**Subjects of Examination:** A written test designed to evaluate knowledge, skills and/ or abilities in the following areas:

- 1. Ability to read and follow written instructions.** – These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.
- 2. Building Cleaning** – These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.
- 3. Building operation and maintenance** – These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.
- 4. Operation and routine maintenance of heating, ventilating, and air conditioning systems** – These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.
- 5. Supervision and Training** – These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisor questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

**A guide for the Written Test for High-Level Custodians is available at the New York State website:**

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Updated 3/8/2018

## **ENGINEERING TECHNICIAN**

Applications are being accepted at the Wayne County Human Resource Office for the position of **SEASONAL ENGINEERING TECHNICIAN** at Wayne County Public Works Department.

**2018 Hourly Rate:** \$13.00 (10 hour days Monday-Thursday)

**Distinguishing Features of the Class:** This position involves the performance of basic technical duties associated with a variety of public works engineering projects, either in the field or in an office. Work assignments are received from a Highway Engineer, accompanied by specific instructions and supervision until routines are thoroughly mastered. Supervision may be exercised over the work of subordinate employees during the course of an assignment or project.

### **Typical Work Activities:**

- Operates a transit or level to locate established lines, points, grades and angles;
- Makes basic engineering computations and checks the computations of others;
- Drafts, topographic detail maps, charts and drawings;
- Reads, reduces and plots field notes;
- Assists engineers as directed in safety, traffic, drainage, and other survey or project work;
- Performs a variety of basic level technical engineering tasks in the engineering office using computer word processing and spreadsheets;
- Does routine tracing, recopying, inking and lettering;
- Performs associated clerical duties as required.

### **Full Performance. Knowledge. Skills. Abilities and Personal Characteristics:**

Working knowledge of high school mathematics through trigonometry; working knowledge of the principles, techniques and practices of land survey; working knowledge of simple engineering instructions, equipment, and practices; ability to use mechanical drawing instruments and mathematical tables; ability to use personal computer programs i.e. word processing and spreadsheets; ability to understand and carry out oral and written instructions; sufficient physical stamina to work long hours outdoors, occasionally under adverse weather conditions; manual dexterity; mechanical aptitude.

### **Minimum Qualifications:** Graduation from high school and either:

1. Completion of courses in geometry and trigonometry; or
2. One year of experience as a helper on engineering projects; or
3. An equivalent combination of training and experience.

### **Special Requirements for Acceptance of Application:**

Eligibility for an appropriate level New York State Operator's License at time of application. Possession of the license at time of appointment.

Updated 4/2/2018



## **ASSISTANT PUBLIC DEFENDER**

Applications are currently being accepted at the Wayne County Human Resource Office for the position of ASSISTANT PUBLIC DEFENDER within the Wayne County Public Defender Department.

**2018 Annual Rate:** \$62,000

Applications accepted up to close of business day on Thursday, April 19, 2018

**General Statement of Duties:** Assists the Public Defender in the representation of indigent defendants charged with crimes; does related work as required

**Distinguishing Features of the Class:** This is a professional legal work which involves assisting the Public Defender in the counseling and representing of an indigent defendant at every stage of proceedings following his/her arrest. This position differs from that of Second Assistant Public Defender in that it involves assistance or more serious and/or complicated cases, often where felony charges have been brought. Considerable leeway is allowed for the exercise of independent judgement, under the general supervision of the Public Defender. Supervision may be exercised over the work of subordinate employees.

**Examples of Work:** (Illustrative Only)

- Aids and assists the Public Defender in the trial of criminal cases;
- Assists in representing and counseling defendants in every stage of the proceedings following an arrest;
- Searches the law in preparation of cases;
- Prepares motion papers and other legal instruments in the defense of criminal matters;
- Assists in the proceedings which are necessary to protect rights of the accused;
- Assists in the administration of the Public Defender's Office in his absence;
- Prepares legal background material for preliminary hearings;
- Assists in appointing sub-professional, technical and clerical employees to assist in defending indigents;
- Prepares correspondence and reports as required

**Required Knowledge, Skills and Abilities:** Thorough knowledge of the principles and practices of criminal law applicable to state and federal criminal law; thorough knowledge of criminal court procedures and of the rules of evidence; skill in preparation of briefs; skill in presentation of a defense before a jury; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; good address and command of language; initiative; tact and courtesy; good professional and administrative judgement; good physical condition

**Acceptable Training and Experience:** Three years of experience as a practicing attorney in the field of criminal law, one year of which in the aggregate must have involved considerable court appearance in the trial of issues in such field.

**Special Requirements for Acceptance of Applications:** Eligibility for admission to practice as an attorney and counselor at law before the courts of the State of New York, at time of application for appointment. Admitted to the Bar of the State of New York at time of appointment.

# HEALTH SERVICES COMPTROLLER

## Wayne County Civil Service- Human Resource Office

26 Church Street \* Lyons, New York 14489

Telephone: (315) - 946-7483 \* Facsimile: (315) - 946-7483 \* Web: web.co.wayne.ny.us

**EXAMINATION NUMBER:** #62-461 O.C. – Use of calculators is RECOMMENDED

**EXAMINATION DATE:** Saturday, June 9, 2018

**LAST FILING DATE:** By close of business day on Wednesday, May 2, 2018

**APPLICATION FEE:** \$10.00 (Non-refundable) must be submitted with completed application

The eligible list will be used to fill vacancies as they occur within the Wayne County Nursing home

**2018 ANNUAL SALARY:** \$58,654 - \$65,345

**DUTIES:** This is a professional business management position responsible for supervision and performance of assigned functions including budgeting, purchasing, accounting and reporting. Activities are carried out in accordance with policies established by the Health Services departments with wide latitude for the exercise of independent judgment. The incumbent oversees assigned accounting activities; assists in the formulation of the fiscal policy of the Health Services; acts as financial advisor to the Health Services department head; does related work as required. Supervision is exercised over business office personnel.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field and:
  - 1.) Three years of accounting or auditing experience involving the maintenance or auditing of double entry accounts of a business, including the general ledger, or in maintenance of governmental agency accounts involving appropriation accounting and the preparation of budget and financial reports; Or
  - 2.) Two years of experience described above and/or supplemented by 18 semester credit hours in accounting; or
- B. Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in Accounting or Business Administration including and/or supplemented by 18 semester credit hours in accounting and five years of experience as described in (A) above

**Subjects of Examination:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Evaluating conclusions in light of known facts** – These questions will consist of a set of factual statements and a conclusion. You must decide if the conclusion is provided by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.
2. **Fiscal Management** – These questions test for a general knowledge of the financial environment within which governments must operate. Questions may deal with, but are not necessarily limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; financial analysis; cash management; internal controls; general and governmental purchasing; stores keeping and inventory control.
3. **Preparing written material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **Supervision** – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
5. **Understanding and interpreting tabular material** – These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**
6. **Understanding and interpreting written material** – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

# **BUSINESS OUTREACH COORDINATOR**

## **Wayne County Civil Service- Human Resource Office**

26 Church Street \* Lyons, New York 14489

Telephone: (315) - 946-7483 \* Facsimile: (315) - 946-7483 \* Web: [web.co.wayne.ny.us](http://web.co.wayne.ny.us)

**EXAMINATION NUMBER:** #65-377 O.C. – Use of calculators is RECOMMENDED

**EXAMINATION DATE:** Saturday, June 9, 2018

**LAST FILING DATE:** By close of business day on Wednesday, May 2, 2018

**FILING FEE:** \$10.00 (Non-refundable) must be submitted with completed application

This position exists within the Wayne County Economic & Planning Department

**2018 SALARY:** \$46,758 - \$47,679

**DUTIES:** This is a mid-level management position that maintains direct contact with current and perspective businesses by making site visits, presentations, website and social media platforms. Employees in this class will spend approximately fifty percent of his or her time in direct contact with current and prospective business owners, managers and officials. Work is performed under general direction of the Director of Economic Development and Planning with direct supervision by the Deputy Director. The incumbent is expected to initiate most tasks with independence.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Communications, Marketing, or Business Administration plus one (1) year of experience in sales management, business to businesses sales, real estate, community and economic development; or
- B. Graduation from a regionally accredited or New York State registered college with an Associate's degree in Communications, Marketing, or Business Administration plus three (3) years of experience in sales management, business to businesses sales, real estate, community and economic development; or
- C. An equivalent combination of training and experience outlined in "A" & "B" above.

**Special Qualification:** Must have a valid NYS Driver's License and maintain such license while employed.

**Subjects of examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Business principles** - These questions cover the following areas: basic knowledge of business and how it operates, basics of project financing, common development criteria for industrial sites, and business data sources.

**2. Economic development practice and programs** - These questions cover the practice of being an economic developer: handling the requests and meeting the needs of companies and prospects. The candidate must demonstrate knowledge of business information sources and government programs related to economic development, and certain business sales and marketing techniques.

**3. Ensuring effective inter/intra agency communications** - These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

**4. Evaluating conclusions in light of known facts** - These questions will consist of a set of factual statements and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

**5. Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**6. Understanding and interpreting tabular material** - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

Updated 3/8/2018

## **FOR ALL WAYNE COUNTY CIVIL SERVICE**

**Issued 3/1/2018 – AN EQUAL OPPORTUNITY EMPLOYER**

### **Important Information:**

**APPLICATIONS** and further information may be obtained by writing or calling in person at the WAYNE COUNTY HUMAN RESOURCES, 26 Church Street, Lyons, New York 14489 (315-946-7483). Information may also be obtained by visiting our website at [www.co.wayne.ny.us](http://www.co.wayne.ny.us)

Completed applications, which must be delivered personally or received by the close of business date indicated on announcement.

The candidate **MUST** complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question of the application form. Incomplete applications will be disapproved. **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. The resume is supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.

**APPLICATION FILING FEE:** A **non-refundable** filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County; write the examination number on your check/money order. Cash will be accepted if returning application in person. **AS NO REFUNDS WILL BE MADE. YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.**

**APPLICATION FEE WAIVER:** *A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household.* In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/ Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available on our web site [co.wayne.ny.us](http://co.wayne.ny.us)

**RESIDENCY:** Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the last filing date of the acceptance of applications. For some examinations, residency may be waived where recruitment is difficult. A municipality or district **may** exercise its right under **Section 23-4a of Civil Service Law** to request a certification of eligible candidates who have been residents of that municipality or district for at least **30 days** prior to appointment. After the names residents have been exhausted, Wayne County must then certify the names of non-residents on the list

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

**FINGERPRINTING:** Background checks may be required to determine suitability for employment for all positions.

**ADMISSION LETTER:** Approved candidates will receive an "Admission Letter" by mail at least 10 days before the exam date stating- Place, date, and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315) - 946-7483. Disqualified candidates will be sent a notice of disqualification.

(CONTINUED ON NEXT PAGE)

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Wayne County. Additional information is available at <http://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>

**USE OF CALCULATORS:** Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must complete a cross filer form and notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center- cross filer form must be submitted to the Wayne County HR Department.

**RELIGIOUS OBSERVERS- DISABLED PERSONS- ACTIVE MILITARY MEMBER:** If you need special arrangements to take this examination because of Religious, Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced date due to a conflict with a religious observance or practice, check the box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).

**VETERANS' PREFERENCE:** Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veteran's credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214. A veteran credit application must be completed and submitted with completed application – Form available on website.** In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to passing score of 70 or higher.

**PREPARATION & RATING OF EXAM:** This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**ELIGIBLE LISTS:** The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment.

**DECENTRALIZED EXAMS:** The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.

**In conformance with Section 85-a of the Civil Service Law,** children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**PROMOTIONAL EXAMINATIONS: SENIORITY POINTS** will be added to an eligible score as follows: 0.2 points for each year based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.

## Wayne County Current Job Openings

| Position                             | Last Filing Date          |
|--------------------------------------|---------------------------|
| Community Mental Health Professional | 2/20/2018                 |
| Supportive Case Manager              | 2/23/2018                 |
| County Compliance Officer            | 2/20/2018                 |
| Licensed Practical Nurse             | Accepted Continuously     |
| Lifeguard                            | Accepted Continuously vbn |
| Nursing Assistant                    | Accepted Continuously     |
| Nursing Assistant Substitute         | Accepted Continuously     |
| Registered Professional Nurse        | Accepted Continuously     |
| Staff Psychiatrist                   | Accepted Continuously     |
| Staff Psychologist                   | Accepted Continuously     |
| Supervising Nurse                    | Accepted Continuously     |

## Wayne County Examination Schedule

| Title                                       | Exam Number | Last Filing Date      | Exam Date |
|---|-------------|-----------------------|-----------|
| Custodian                                   | 2018        | 3/5/18                | 3/17/18   |
| Wastewater Treatment Plant Operator/trainee | 2018 O.C.   | 3/5/18                | 3/17/18   |
| Account Clerk/Audit Clerk                   | 2018        | 3/23/18               | 4/14/18   |
| Case Worker                                 | 2018-1      | 3/23/18               | 4/14/18   |
| Library Clerk                               | 2018-1      | 3/23/18               | 4/14/18   |
| Administrative Assistant                    | 63-902 O.C. | 4/5/18                | 5/12/18   |
| Community Mental Health Professional        | 65-931 O.C. | 4/5/18                | 5/12/18   |
| Medical Billing Clerk                       | 64-889 O.C. | 4/5/18                | 5/12/18   |
| Payroll Clerk                               | 69-120 O.C. | 4/5/18                | 5/12/18   |
| Staff Social Worker                         | 65-890 O.C. | 4/5/18                | 5/12/18   |
| Stores Clerk                                | 67-575 O.C. | 4/5/18                | 5/12/18   |
| Substance Abuse Counselor                   | 61-586 O.C. | 4/5/18                | 5/12/18   |
| Supportive Case Manager                     | 61-245 O.C. | 4/5/18                | 5/12/18   |
| Senior Typist/Senior Clerk Typist           | 2018        | 5/18/18               | 6/9/18    |
| Medical Director                            | T&E         | Accepted Continuously |           |
| Staff Psychiatrist                          | 2018-5      | Accepted Continuously |           |
| Staff Psychologist                          | 2018-3      | Accepted Continuously |           |
| Supervising Nurse                           | 2018        | Accepted Continuously |           |

**\* Candidates must have been legal residents of Wayne County for at least ONE month immediately preceding the date of the written test, unless otherwise noted on the examination announcements.**

The **WAYNE COUNTY HUMAN RESOURCES DEPARTMENT** would like to inform the public of employment opportunities in county government. The majority of county job openings include qualification by taking civil service examinations. The county encourages bi-lingual and minority applicants to participate in this process to diversify staff for the current and future needs of the county. Wayne County is an equal opportunity employer. Information, including examination dates and current openings, is available on the County of Wayne web site at [www.co.wayne.ny.us](http://www.co.wayne.ny.us), (click on; Human Resources) or by calling the Wayne County Human Resources Office, 26 Church Street, Lyons at 315-946-7483.

## **Job Search Websites**

ABVI-Goodwill: [www.ABVI-Goodwill.Jobs](http://www.ABVI-Goodwill.Jobs) (click on the link)  
Adecco: [www.adeccousa.com](http://www.adeccousa.com)  
Berry Plastics: <http://jobs.berryplastics.com>  
Citizen's Bank: [www.citizensbank.com/careers](http://www.citizensbank.com/careers)  
Clifton Springs Hospital & Clinic: [www.cshosp.com](http://www.cshosp.com)  
Concentrix: [www.careers.concentrix.com](http://www.careers.concentrix.com)  
Coordinated Care Service, Inc.: [www.ccsi.org/Employment/CurrentOpenings.aspx](http://www.ccsi.org/Employment/CurrentOpenings.aspx)  
Datrose: [www.datrose.com/careers.htm](http://www.datrose.com/careers.htm)  
Delphi: [www.delphi.appone.com/](http://www.delphi.appone.com/)  
Earn, Department of Labor initiative: [www.earnworks.com](http://www.earnworks.com)  
Eastview Mall Stores: <http://www.eastviewmall.com/Stores/MallJobs/>  
Employment Store: [www.employmentstore.com](http://www.employmentstore.com)  
ESL Federal Credit Union: [www.esl.org](http://www.esl.org)  
FedEx: [www.fedex.com/us/careers](http://www.fedex.com/us/careers)  
Health Career Positions & Assessments: [www.rahec.myhealthcareer.org](http://www.rahec.myhealthcareer.org)  
Hillside: [www.hillside.com/employment.aspx](http://www.hillside.com/employment.aspx)  
Home Depot: [www.careers.homedepot.com](http://www.careers.homedepot.com)  
Interim Health Care: [www.careersbyweb.com](http://www.careersbyweb.com)  
Lifetime Assistance: [www.lifetimeassistance.org/employment.asp](http://www.lifetimeassistance.org/employment.asp)  
Lifetime Care: [www.lifetimecare.org](http://www.lifetimecare.org)  
Marriott: [www.marriott.com/careers](http://www.marriott.com/careers)  
Monroe Muffler: <http://www.monro.com/corporate/corporate-careers>  
NYS Department of Labor: [www.labor.ny.gov](http://www.labor.ny.gov)  
Optimax: [www.optimaxsi.com](http://www.optimaxsi.com)  
Paychex: [www.paychex.com/careers](http://www.paychex.com/careers)  
Reliant Community Credit Union: <https://www.reliantcu.com/#/career-opportunities>  
RIT: [www.rit.edu/employment\\_rit](http://www.rit.edu/employment_rit)  
Rochester Area Employment Network: [www.rochesterareaemploymentnetwork.org](http://www.rochesterareaemploymentnetwork.org)  
Rochester Regional Health System: [www.rochesterregional.org/careers](http://www.rochesterregional.org/careers)  
Sears: [www.searsholdings.com/careers](http://www.searsholdings.com/careers)  
Services for Seniors: [www.servicesforseniors.com/employment.html](http://www.servicesforseniors.com/employment.html)  
Snag a Job: [www.snagajob.com](http://www.snagajob.com)  
St. Ann's: [www.stannsjobs.com](http://www.stannsjobs.com)  
Staples: [www.staples.com/sbd/cre/resources/jobs](http://www.staples.com/sbd/cre/resources/jobs)  
Strong Health: [www.urmc.rochester.edu/careers](http://www.urmc.rochester.edu/careers)  
Sutherland: [www.sutherlandglobal.com/careers\\_us.aspx](http://www.sutherlandglobal.com/careers_us.aspx)  
ThermoFisher: [www.thermoscientific.com](http://www.thermoscientific.com)  
Time Warner Cable: [www.timewarnercable.com/en/residential.html](http://www.timewarnercable.com/en/residential.html)  
Unity Health: [www.unityhealth.org](http://www.unityhealth.org)  
U of R/Strong Staffing: [www.rochester.edu/working](http://www.rochester.edu/working)  
USA Jobs: [www.usajobs.gov](http://www.usajobs.gov)  
Via Health of Wayne: [www.viahealth.org](http://www.viahealth.org)  
Visiting Nurse Service: [www.vnsnet.com/employment](http://www.vnsnet.com/employment)  
Wal-Mart: [www.careers.walmart.com](http://www.careers.walmart.com)  
Wayne ARC: [www.waynearc.org](http://www.waynearc.org)  
Wayne County AmeriCorps: [www.waynecap.org/Programs/Americorps/](http://www.waynecap.org/Programs/Americorps/)  
Wegmans: [www.wegmans.com](http://www.wegmans.com)  
Western NY Jobs: [www.wnyjobs.com](http://www.wnyjobs.com)  
Federal: [www.federaljobs.net/exams.htm](http://www.federaljobs.net/exams.htm)  
New York State: [www.cs.ny.gov](http://www.cs.ny.gov)  
NYS Courts: [www.courts.state.ny.us/careers](http://www.courts.state.ny.us/careers)  
Monroe County: [www2.monroecounty.gov/hr-countyjobs.php](http://www2.monroecounty.gov/hr-countyjobs.php)  
Ontario County: [www.co.ontario.ny.us/humanresources](http://www.co.ontario.ny.us/humanresources)  
Seneca County: [www.co.seneca.ny.us](http://www.co.seneca.ny.us)  
Wayne County: [www.co.wayne.ny.us](http://www.co.wayne.ny.us)  
Yates County: [www.yatescounty.org](http://www.yatescounty.org)