



## Livingston County Workforce Development Weekly Jobs Newsletter

A proud partner of the **American Job Center** network

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### Spotlighthed Jobs - Sabin Metal

Sabin Metal refines precious metals from the products and byproducts of the pharmaceutical, petroleum, petrochemical, chemical, electronics, fuel cell and numerous other industries. With best-in-class techniques and over seven decades of experience.

**Security Guard** - Starting pay: \$16.75 /hr. This position is under the supervision of Security Sergeant for assigned shift of the security department and is responsible for the protection, safeguarding and security of assets, personnel, and visitors of the Sabin Metal Scottsville plant. **Essential Duties & Responsibilities:** Performs security patrols / conduct tours. Clean respirators. Man assigned post. Protects property from theft, sabotage, fire and accidents. Scan employees out. Answer phones & takes messages Respond to emergency situations such as fires, chemical spills, medical emergencies and other emergency situations. Write reports. Report to shift Security Sergeant. Performs other related duties as assigned by security sergeant or security director. Follow all Sabin Metal rules and regulations. **Competencies:** Available to work all shifts Stress Management/Composure Team work Oriented Ethical Conduct Communication Proficiency Computer Skills **Work Environment:** This job operates in a professional environment. This role routinely uses standard office equipment such as computer, telephone, photocopies, and scanners. This position requires employee to work in uniform including a neck tie. This is a full time position. All security guards are expected to be available to work all shifts, weekends and holidays. **Additional Experience:** Valid New York State Security Guard License. Good working knowledge of security operations, safety practices in a business environment and enforcement procedures.

**Industrial Electrician** - Looking for a reliable individual who has experience with instrumentation and control systems. Should be able to read and understand electrical drawings, and wiring diagrams. Able to bend, cut, thread, and install conduit. Familiar with the use of multimeters and other electrical diagnostic tools. Able to lift 50 lbs, and climb stairs and ladders. Must be able to work with minimal supervision and any shift as needed. Experience preferred, will train right individual

**General Laborers** – Starting pay: \$17.75 / hr. Needed in a secondary metal processing mfg. environment. HS/GED preferred, able to work all shifts. Able to lift 50 lbs. Basic math, reading & writing skills. Able to work independently. The position involves walking & standing for long periods of time and performs strenuous physical labor. No experienced required we will train. This is a full-time position 40 hrs. per week.

**Maintenance Welder/ Fabricator** - Needed in a secondary metal processing mfg. environment. Candidate must be proficient in all areas of welding & cutting using Oxy-Acetylene and plasma. Familiar with a variety of fabrication equipment, shears, rollers, saws, and press brake. Light machining background is helpful. This position requires a mechanical aptitude due to the nature of maintaining equipment, changing motors, gear boxes & bearings among other monthly maintenance responsibilities. Candidate must be self-starter. Able to work on elevated surfaces and man lifts. High School Diploma or two years college/Technical School or Vocational School and at least two years of experience.

**Maintenance Mechanic/Plumber** - Needed in a secondary metal processing mfg. environment. Candidate must be experienced in Industrial Plumbing, Welding, Pump Repair & Minor Electrical. This is a full-time day shift position 40 hrs. per week. Must be willing to work overtime as needed.

All candidates must be at least 18 yrs. old & be able to pass drug screening, background check, Motor Vehicle report, & Pre-employment Physical. Email resume to: [human.resources@sabinmetal.com](mailto:human.resources@sabinmetal.com) or call HR Department at (585) 538.2194 for appointment time to complete application & initial interview. Sabin offers competitive benefits, vacations & holidays, personal & birthday time off, 401K, Health, Dental, & tuition assistance. EOE/AA/M/F/VET/Disability. Paper Applications are also available for pick-up at Workforce Development in Geneseo

## **Spotlighted Job – Hillside (Mt. Morris)**

**Care Coordinator I** Mt. Morris, NY location. Full time position - 35 hours' week Monday to Sunday with a flexible schedule. The Care Coordinator I is assigned to **work from home office**, except when attending to the following job tasks /activities.

- Coordinate all activities of the Youth Court, including: recruiting, training and supervising youth volunteers.
- Schedule court hearings, provide oversight to court proceedings and youth sanctions.
- Maintain and service a caseload of youth referred to the Youth Court and the Community Service programs.
- Interview and work with juvenile offenders and their families who are referred to the youth court program.
- Collaborate with the community service team regarding treatment planning, work assignments.
- Enroll youth in work placements and education workshops to ensure successful completion.
- Maintain detailed records, program data and program funding reports.
- Promote the youth court program by presenting to area schools.
- Collaborate with program team to ensure successful outcomes.

The successful candidate will be an organized self-starter who is willing to work a flexible schedule based on needs of the youth (client) and supportive tasks required to help youth complete their community service requirements.

### **Requirements:**

- Bachelor's degree in social work, psychology, sociology, special education, human services or another human services related area of study
- 1+ years of experience working in a youth/family centered mental health/psycho-social treatment environment
- Must have thorough knowledge of the services provided, well developed advocacy skills, and an understanding of payment processes for services
- Must have a valid New York State Driver's License and meet agency driving and insurance standards

**Hillside offers a competitive benefits package to include very generous paid time off, comprehensive medical, dental and vision coverage, flexible spending account, 403(b) retirement savings plan with employer match, paid holidays, and Employee Assistance Plan, just to name a few of the amazing benefits at Hillside! You'll be working with great people and great clientele where you can truly make a difference.**

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## **89 Local Jobs Posted with Dept. of Labor in Past 7 Days**

### **AVON**

[Automotive Technical Service Manager](#) - Monro Muffler/Brake - (Avon)

[Automotive Technician](#) - Monro Muffler/Brake - (Avon)

[Automotive Technician - Lube & Tire](#) - Monro Muffler/Brake - (Avon)

[Branch Administrator I](#) - Rain for Rent - (Avon)

[Electronic Assembly Machine Operator](#) - Kelly Services - (Avon)

[Packaging Operator](#) - Barilla Americas - (Avon)

[Production Supervisor {2nd Shift}](#) - Kraft Heinz Company - (Avon)

### **CALEDONIA**

[Admin. Office {Seasonal}](#) - Growmark, Inc - (Caledonia)

[Applicator {Seasonal}](#) - Growmark, Inc - (Caledonia)

[Driver, CDL {Seasonal}](#) - Growmark, Inc - (Caledonia)

[Laborer, General - Warehouse {Seasonal}](#) - Growmark, Inc - (Caledonia)

[Sales Associate {PDI}](#) - 7-Eleven - (Caledonia)

[Warehouse Operator- 2nd Shift](#) - Land O'Lakes Inc. - (Caledonia)

### **CASTILE**

[Senior Architect](#) - New York State Civil Service - (Castile)

### **DANSVILLE**

[Truck Driver](#) - Roehl Transport - (Dansville)

### **GENESEO**

[Administrative Assistant 1, SG 11 {Traineeship Eligible}](#) - SUNY Geneseo - (Geneseo)

[Artiva Developer](#) - Coast Professional, Inc. - (Geneseo)

[Assistant Professor of Anthropology](#) - SUNY Geneseo - (Geneseo)

[Assistant Professor, Elementary Science and Math](#) - SUNY Geneseo - (Geneseo)

[Automotive Technical Service Manager](#) - Monro Muffler/Brake - (Geneseo)

[Automotive Technician](#) - Monro Muffler/Brake - (Geneseo)

[Automotive Technician - Lube & Tire](#) - Monro Muffler/Brake - (Geneseo)

[Consumer Care Representative {Collections Specialist}](#) - Coast Professional, Inc. - (Geneseo)

[Human Resources General Clerk](#) - Coast Professional, Inc. - (Geneseo)

[Lead Lab Technician Job](#) - Arkema Inc. - (Geneseo)

[Lecturer in Music](#) - SUNY Geneseo - (Geneseo)

[Marketing Specialist](#) - Coast Professional, Inc. - (Geneseo)

[Medical Assistant - Dermatology @ Geneseo](#) - Rochester Regional Health - (Geneseo)

[Part Time Retail Merchandiser](#) - Hallmark Marketing Company LLC - (Geneseo)

[Plant Chemist Job](#) - Arkema Inc. - (Geneseo)

[Process Operator Job](#) - Arkema Inc. - (Geneseo)

[Project Manager](#) - SUNY Geneseo - (Geneseo)

### **HONEOYE FALLS / HONEOYE**

[9am-3pm Shifts {Honeoye} – Personal Care Aide {PCA} Jobs](#) - CareGivers Home Care - (Honeoye)

### **LE ROY**

[Automotive Store Manager](#) - Monro Muffler/Brake - (Le Roy)

[Automotive Technical Service Manager](#) - Monro Muffler/Brake - (Le Roy)

[Automotive Technician](#) - Monro Muffler/Brake - (Le Roy)

[Automotive Technician - Lube & Tire](#) - Monro Muffler/Brake - (Le Roy)

[General Assembly](#) - Kelly Services - (Le Roy)

[Machine Operator - 1st Shift](#) - Hubbell, Inc. - (Le Roy)

[Quality Technician II](#) - Hubbell, Inc. - (Le Roy)

[Restaurant Supervisor {LeRoy}](#) - St. Ann's Home for the Aged - (Le Roy)

[Security Officer Manufacturing Facility](#) - Allied Universal - (Le Roy)

### **LEICESTER**

[Maintenance Mechanic 1](#) - Seneca Foods Corporation - (Leicester)

[Plant Electrician](#) - Seneca Foods Corporation - (Leicester)

[Quality Technician II](#) - Hubbell Power Systems - (Leroy)

### **LIMA**

[Auto Technician-Up to 40.00/hr, Family owned, great schedule/benefits](#) - NOCO Energy Corp - (Lima)

### **LIVONA**

[Computer Services Assistant](#) - Livonia Central School District - (Livonia)

### **MOUNT MORRIS**

[Care Coordinator I](#) - Hillside Children's Center - (Mount Morris)

[Community Based Treatment Provider II](#) - Hillside Children's Center - (Mount Morris)

[Skillbuilder I](#) - Hillside Children's Center - (Mount Morris)

[Accounting Intern](#) - Genesee Country Museum - (Mumford)

### **PAVILION**

[Mobile Equipment Mechanic I](#) - Heidelberg Materials US, Inc. - (Pavilion)

[MS / HS Principal](#) - Pavilion Central School District - (Pavilion)

[MS/HS Principal](#) - Erie 2-Chautauqua-Cattaraugus BOCES - (Pavilion)

[PT Mobile Equipment Mechanic](#) - Heidelberg Materials US, Inc. - (Pavilion)

### **PERRY**

[Packaging - Assembly](#) - Kelly Services - (Perry)

[Warehouse Material Handler](#) - Adecco Staffing - (Perry)

[Warehouse Worker](#) - Adecco Staffing - (Perry)

### **PIFFARD**

[Support Merchandiser](#) - American Greetings - (Retsof)

### **RUSH**

[Licensed Master Social Worker 2](#) - New York State Civil Service - (Rush)

[Quality Engineer](#) - STERIS Corporation - (Rush)

[Youth Counselor 1](#) - New York State Civil Service - (Rush)

[Youth Recreation Specialist 1](#) - New York State Civil Service - (Rush)

### **WEST HENRIETTA**

[Assembly Operator](#) - Kelly Services - (West Henrietta)

[Buyer](#) - Vuzix Corporation - (West Henrietta)

[Continuous Improvement Co-Op](#) - IDEX - (West Henrietta)

[Donor Recruitment Associate](#) - American Red Cross - (West Henrietta)

[IT Systems Co-Op {On-site}](#) - IDEX - (West Henrietta)

[Lead Salesforce Developer Administrator {work from home}](#) - American Red Cross - (West Henrietta)

[Machine Operator](#) - Kelly Services - (West Henrietta)

[Permit Coordinator](#) - Crown Castle - (West Henrietta)

[Production Assembly Worker](#) - Kelly Services - (West Henrietta)

[Proposal Writer](#) - Robert Half - (West Henrietta)

[Quality Assurance Manager](#) - Vuzix Corporation - (West Henrietta)

[Quarantine and Labeling Technician {3rd Shift}](#) - American Red Cross - (West Henrietta)

### **HENRIETTA**

[Application Delivery Technical Lead](#) - Old Dominion Freight Line - (Henrietta)

[Business Analyst {Flexible Work Location}](#) - Old Dominion Freight Line - (Henrietta)

[Contract Billing Administrator](#) - Toshiba America Business Solutions - (Henrietta)

[Cook {Assisted Living}](#) - DePaul - (Henrietta)

[Dietary Assistant {Assisted Living} - DePaul - \(Henrietta\)](#)  
[Dir., Manufacturing, WHS - Gorbel Inc. - \(Henrietta\)](#)  
[Field Technician - \\$22/hr Starting Pay - Charter Communications/Spectrum - \(Henrietta\)](#)  
[Full Time Vet Assistant Non Driver - Petco - \(Henrietta\)](#)  
[Inventory Control Clerk Part Time - BJs Wholesale Club - \(Henrietta\)](#)  
[ITSM Developer I - Old Dominion Freight Line - \(Henrietta\)](#)  
[Lifeguard - Mark IV Enterprises - \(Henrietta\)](#)  
[Production Processing Operator - OFD Foods - \(Henrietta\)](#)  
[Retail Loss Prevention Detective - TJX - \(Henrietta\)](#)  
[Retail Operations Supervisor - Staples - \(Henrietta\)](#)

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**Livingston County Civil Service Jobs & Exams**

(Click on link for full job description and how to apply)  
Link for application: <https://www.livingstoncounty.us/539/Employment-Application-and-other-Forms>

**Open Positions (No Exam Necessary or Provisional Positions)**

**NEW...** [Account Clerk Typist at Highway](#) App Deadline: February 9  
**NEW...** [Advanced Life Support Technician at Emergency Medical Services](#) App Deadline: Open Until Filled  
**NEW...** [Automotive Mechanic at Highway- 2 openings](#) App Deadline: March 22  
**NEW...** [Charge Nurse at The Center for Nursing and Rehabilitation \(2 openings\)](#) App Deadline: March 22  
**NEW...** [Licensed Practical Nurse at The Center for Nursing and Rehabilitation \(3 openings\)](#) App Deadline: March 22  
**NEW...** [Mental Health Licensed Therapist Trainee at Department of Health](#) App Deadline: Open Until Filled  
**NEW...** [Principal Clerk at Highway](#) App Deadline: February 9

[Activities Aide, PT at The Center for Nursing and Rehabilitation](#) App Deadline: Open Until Filled  
[Assistant Director of Nursing at The Center for Nursing and Rehabilitation](#) App Deadline: Open Until Filled  
[Assistant Public Defender](#) App Deadline: Open Until Filled  
[Building Maintenance Mechanic at Central Services](#) App Deadline: March 20  
[Building Maintenance Person at Central Services](#) App Deadline: February 10  
[Certified Nursing Assistant Trainee at Center for Nursing and Rehab \(6 openings\)](#) App Deadline: Open Until Filled  
[Charge Nurse \(Licensed Practical Nurse\) at The Center for Nursing and Rehabilitation](#) App Deadline: February 17  
[Civilian Dispatcher at Sheriffs Department](#) App Deadline: Open Until Filled  
[Clerk/Typist at Department of Social Services- 2 openings](#) App Deadline: Open Until Filled  
[Data Systems Specialist at Department of Health](#) App Deadline: Open Until Filled  
[Director of Nursing Service at The Center for Nursing and Rehabilitation](#) App Deadline: Open Until Filled  
[Eligibility Clerk at Department of Social Services](#) App Deadline: Open Until Filled  
[Laborer, PT at Central Services](#) App Deadline: Open Until Filled  
[Mental Health Clinical Therapist, PT- Remote at Department of Health](#) App Deadline: Open Until Filled  
[Motor Vehicle Clerk at Department of Motor Vehicles- \(2 openings\)](#) App Deadline: Open Until Filled  
[Neighborhood Assistant, PT at The Center for Nursing and Rehabilitation](#) App Deadline: Open Until Filled  
[Nursing Assistant at The Center for Nursing and Rehabilitation \(3 openings\)](#) App Deadline: February 3  
[Planner at Planning](#) App Deadline: Open Until Filled  
[Principal Typist at Department of Social Services](#) App Deadline: Open Until Filled  
[Registered Nurse at The Center for Nursing and Rehabilitation \(2 openings\)](#) App Deadline: February 3  
[Scheduler, PT at The Center for Nursing and Rehabilitation](#) App Deadline: Open Until Filled  
[Seasonal Home Energy Assistance Examiner at Department of Social Services](#) App Deadline: Open Until Filled  
[Senior Account Clerk/Typist at County Treasurer](#) App Deadline: Open Until Filled  
[Senior Computer Services Assistant at Information and Technology Services- 2 openings](#) App Deadline: Open Until Filled  
[Senior Nutrition Program Site Manager, PT at Office For The Aging](#) App Deadline: Open Until Filled  
[Senior Typist at Department of Social Services](#) App Deadline: Open Until Filled  
[Telephone Operator, PT at The Center for Nursing and Rehabilitation](#) App Deadline: Open Until Filled  
[Veterans Service Officer at Veteran Services Agency](#) App Deadline: Open Until Filled

**Open Competitive Exams**

[Building Maintenance Supervisor - OC 69-961](#) App Deadline: March 25

**Continuous Recruitments**

[Advanced Life Support Technician](#)  
[Certified Occupational Therapy Assistant](#)  
[Emergency Medical Technician](#)  
[Occupational Therapist](#)  
[Physical Therapist](#)

## **Bi-Monthly On-Going Exams Application Deadline: February 1--Test Given February 15**

[Account Clerk Series](#)  
[Caseworker Trainee](#)  
[Clerk](#)  
[Clerk/Typist](#)  
[Custodian](#)  
[Library Aide](#)  
[Medical Typist](#)  
[Senior Typist Open Competitive](#)  
[Telephone Operator](#)  
[Water/Wastewater Treatment Plant Operator/Trainee](#)

## **In Person Job Search Workshops**

**Monday: February 6** 9:00 - 11 AM: **Finding Job Leads Workshop**

**Monday: February 27** 9-10:30 AM: **Building a Better Resume Workshop**

**Monday: March 13** 9:00 - 11 AM: **Impressive Interviewing**

**Monday: March 27** 9:00 - 11 AM: **Jump Starting Your Job Search Workshop**

These workshop will be held in room 106 of the Government Center in Geneseo (across from the Workforce Development Office) Please contact John Jaeger at [jaeger@co.livingston.ny.us](mailto:jaeger@co.livingston.ny.us) to register.

## **NY State Civil Service Exams:**

(Click on link for full job description and how to apply)

### **Open Competitive**

[Investigative Officer 1 Salary: \\$54,903 :: Deadline: February 23](#)  
[Investigative Officer 1 \(Public Work Wage\) Salary: \\$54,903 :: Deadline: February 23](#)  
[Investigative Officer 1 \(VLP\) Salary: \\$54,903 :: Deadline: February 23](#)  
[Investigative Officer Trainee Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Officer Trainee \(Public Work Wage\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Officer Trainee \(VLP\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist 1 Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Beverage Control\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Beverage Control\) \(Various Language Parenthet\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Cannabis\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Law\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Motor Vehicle\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Motor Vehicle\) \(VLP\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Narcotics\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist 1 \(Spanish Language\) Salary: \\$61,270 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Beverage Control\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Beverage Control\) \(VLP\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Cannabis\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Law\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Motor Vehicle\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Motor Vehicle\) \(VLP\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Narcotics\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigative Specialist Trainee 1 \(Spanish Language\) Salary: \\$46,529 :: Deadline: February 23](#)  
[Investigator 1 :: See Announcement :: Deadline: February 23](#)  
[Investigator 1 \(Various Language Parenthetics\) Salary: \\$49,202 :: Deadline: February 23](#)  
[Criminal Justice Policy Analyst 2 Salary: \\$79,325 App Deadline: February 08, 2023](#)  
[Maintenance Supervisor 1 \(Building\) Salary: \\$48,148 App Deadline: February 08, 2023](#)  
[Maintenance Supervisor 2 Salary: \\$57,984 App Deadline: February 08, 2023](#)

[Maintenance Supervisor 2 \(Building\)](#) Salary: \$59,724 App Deadline: February 08, 2023

[Maintenance Supervisor 3](#) Salary: \$64,589 App Deadline: February 08, 2023

[Public Buildings Manager 1](#) Salary: \$49,202 App Deadline: February 08, 2023

[Public Buildings Manager 2](#) Salary: See Announcement App Deadline: February 08, 2023

[Rent Examiner 2](#) Salary: \$51,711 App Deadline: February 08, 2023

[Rent Examiner 2 \(Spanish Language\)](#) Salary: \$51,711 App Deadline: February 08, 2023

## **Continuous Recruitments**

[Direct Support Assistant](#): Salary: **\$44,134-\$47,968** <https://opwdd.ny.gov/form/apply-now>

[Licensed Practical Nurse](#) Salary **\$50,611-\$54,628\*\*** includes \$4,000 Geographical Pay Differential

<https://opwdd.ny.gov/form/apply-now>

<https://www.cs.ny.gov/examannouncements/announcements/oc-cr/decentralized/20-413.cfm>

[Registered Nurse 1](#) Salary **\$89,686-\$97,912\*\*** includes \$20,000 Geographical Pay Differential

<https://opwdd.ny.gov/form/apply-now>

For a full list of Continuous Exams visit: <https://www.cs.ny.gov/jobseeker/public/cr.cfm>