

EMPLOYMENT LISTINGS

This list is compiled by Community Action Partnership of Madison County from online listings at Oneida Dispatch, the Pennysaver, Utica Observer-Dispatch, Hi Neighbor Publications and other sources and are good through 3/19/2019. CAP is not responsible for the content of the listings.

*Are you just entering the workforce and need a little help "GETTING STARTED"? CAP is starting an exciting new training program on soft skills that are increasingly important in the changing economy to find and retain jobs. Some areas of coaching will include

- Developing a professional attitude, time management skills, customer service skills, and awareness of work place expectations
- Improving self-confidence, how to work as a team with co-workers, and accepting and learning from feedback
- Improving public speaking skills and communication skills

The program will run on Wednesdays from April 17th -June 20th in Canastota. The program is free of charge and participants will receive aid for the classes attended.

If you or anyone you know are interested in this program, please contact Diane Ryan by e-mail at dryan@capmadco.org or call the office at 315-697-3588

***ADMINISTRATIVE ASSISTANT –**
CAZENOVIA COLLEGE - Office of Institutional Advancement at Cazenovia College is seeking an Administrative Assistant w 2-4 yrs. of exp. in fast paced office environment – preferably higher education or similar non-profit. Experience w/RaisersEdge NXT, & Microsoft Office. Will have a role in major IA events in Cazenovia, w/occasional night & weekend work required. Associate's degree required; BA preferred. Candidates submit (electronically preferred) cover letter, resume, salary requirements, names & addresses of three references, to Human Resources, Cazenovia College, 4 Nickerson Street, Cazenovia, NY 13035 or hr@cazenovia.edu

***CAMP FIVER COUNSELLORS AND SUPPORT STAFF** Seasonal employment. We are currently looking for passionate and dedicated individuals to join our Camp Fiver team as counselors and support staff. Submit a thoughtful cover letter and resume online at

<http://www.fiver.org/Default.aspx?shortcut=employment>

***SEASONAL CDL CLASS A & B DRIVERS**
WANTED at Carovail Fertilizer, Oriskany Falls, NY. Call 888-991-9292

***CENSUS TAKERS** Earn extra income while helping your community. \$17/hr and \$.58/mile. The U.S. Census Bureau is recruiting thousands of people across the country to assist with the 2020 Census count. We are hiring for a variety of temporary jobs, including census takers, recruiting assistants, office staff, and supervisory staff. To be eligible, you must be at least 18 years old, have a valid Social Security number, and be a U.S. citizen.

[Review job qualifications](#)

How to Apply: Candidates must complete an online job application.

[Learn more about the application process](#)

Positions for the 2020 Census are located throughout the United States and Puerto Rico. Explore our interactive map to find the pay rates in your county or municipality.

[Check pay rates in your area](#)

[APPLY NOW](#)

***CNAs** Crouse Community Center CNAs - 3p - 11p - Full Time and Part Time. We Do Not Mandate!
Starting wage now \$12.90 per hour, credit for years of experience, shift differential, and a new bi-weekly bonus for all FT and PT 3-11 C.N.A.s.

We have an open door, interview anytime policy that make us different. Stop in to see why we are the best area organization to work in! Web Address: <http://www.crousecommunity.com>

***CROSSING GUARDS** Oneida Police Department is looking for two Crossing Guards beginning in September. Must be over 18 years old and willing to work 8-9 am and 2:45-3:45 pm on school days. For more information call Lieutenant John Little M-F 8-3 315-363-9111.

DIRECT SUPPORT PROFESSIONAL

Upstate Cerebral Palsy (UCP) is hiring in Madison County. To learn more contact Aimee Van Garrett at 315.724.6907 x3540 or online at [Indeed](#) or www.upstatecp.org/careers.

***FARM TRUCK DRIVER** A or B CDL truck driver wanted for farm service. Call after 4 p.m. 315-956-5077

***FARM WORKERS** Critz Farms

Position: [Farm Workers](#)

Employment dates are as follows: April 1 - Dec. 15, 2019.

Job order number NY1290153

Critz Farms needs 3 temporary farm workers to operate equipment, plant, weed, fertilize or trim shrubs and trees. Will also harvest fruit, hops and pumpkins. Three months verifiable experience in described work required.

The location of work is Madison County in New York State. Guaranteed ¾ of contract hours. All tools provided at no cost. Free housing provided for non-commuting workers. Transportation and subsistence reimbursed to worker upon completion of 50% of the contract. Pay rate of \$13.25 per hour. Contact employer at (315) 662-3355 to send resume or apply at the nearest Department of Labor office (315) 363-2400, using the job order number listed above. Outside of NYS, applicants can call (877) 466-9757 to find your nearest State Workforce Agency.

<http://www.critzfarms.com/>

***FISCAL DIRECTOR** Community Action Partnership. This is a full time, exempt position based out of Morrisville. The Fiscal Director is part of the senior management team and works closely with the Executive Director in the strategic operations of the Agency. The Fiscal Director's role requires the ability to communicate complex financial information to a variety of listeners. Compliance is an important component of the Fiscal Director's responsibilities and requires familiarity with federal, state and local regulations. For more detailed information visit

<https://capmadco.org/employment/>.

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If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to: HR@capmadco.org. CAP is an EOE/AEE. Candidate must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.

FORKLIFT & MACHINE OPERATORS

2nd and 3rd Shift Openings – Owl Wire & Cable Inc. Canastota. Forklift drivers earn up to \$14.75 per hour to start! Machine operators earn up to \$18.00 per hour to start!
Please stop by our facility located at 3127 Seneca Turnpike to complete an application during normal business hours. EOE

***FUEL TRUCK DRIVER**

PAID HEALTH BENEFITS, VACATIONS, HOLIDAYS Automatic Utilities, Inc. 2830 ROUTE 20 EAST CAZENOVIA, NY 13035 315-655-9500 aui@windstream.net

***HEATING/A.C./PLUMBING**

TECHNICIAN PAID HEALTH BENEFITS, VACATIONS, HOLIDAYS Automatic Utilities, Inc. 2830 ROUTE 20 EAST CAZENOVIA, NY 13035 315-655-9500 aui@windstream.net

***HERITAGE FARM**

[Working with Disabled Individuals.](#)

We are currently searching for candidates that have experience working with disabled individuals. Candidates must be dependable, accountable, and physically capable while having knowledge of providing pro-active support with a positive team-building attitude. For more information email sharon@heritagefarminc.org or mail Sharon at Heritage Farm 3599 State Route 46 Bouckville, NY 13310. Detailed job descriptions provided on request. <http://www.heritagefarminc.org/>

***LANDSCAPING - KC GARDENERS HIRING DEPENDABLE WORKERS FULL TIME - PART TIME** - Knowledge of

Perennials Pruning A Plus - 315-655-9321 - LEAVE MESSAGE & PHONE #

***MAINTENANCE HELPER** – To start March 2019. Send application, resume and references by 3/15/19 to Peter W. Mahunik, Business Administrator, Fabius-Pompey Central School District 1211 Mill St., Fabius, NY 13063. Application preferred online at www.fabiuspompey.org

***WIC NUTRITIONIST (CPA)**

Community Action Partnership for Madison County. We are hiring a WIC Nutritionist (CPA). This is a full time position, eligible for benefits. This position based in the Utica WIC office, with travel to other Tri-County WIC offices as needed. For more detailed information visit <https://capmadco.org/employment/>. If you are interested in in this position, please submit your resume, cover letter and three professional references to HR@capmadco.org. CAP is an EOE/AEE. Candidate must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.

***WIC QUALIFIED NUTRITIONIST (QN)**

Community Action Partnership for Madison County. This is a full time position, eligible for benefits. This position based in the Oneida WIC office, with travel to other Tri-County WIC offices as needed. For more detailed information visit <https://capmadco.org/employment/>. If you are interested in this position, please submit your resume, cover letter and three professional references to HR@capmadco.org. CAP is an EOE/AEE. Candidate must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.

***MADISON COUNTY CIVIL SERVICE JOBS** [Office Assistant II \(60-940/73-689\)](#) Posted February 20, 2019 8:00 AM | Closes March 22, 2019 5:00 PM Office Assistant II [Full Description](#) [Special Patrol Officers](#) Posted November 26, 2018 8:00 AM | Closes December 31, 2019 5:00 PM

Madison County Sheriff's Office seeks full-time Special Patrol Officers responsible for maintaining order and providing security in Madison County School districts [Full Description](#) [Building Maintenance Workers](#) Posted February 28, 2019 10:30 AM | Closes March 13, 2019 5:00 PM Two Building Maintenance Workers sought for full-time positions with the Madison County Building Maintenance Department. These positions involve responsibility for... [Full Description](#) [Cleaners \(Part-time\)](#) Posted September 21, 2017 8:00 AM | Open Until Filled Cleaners sought for part-time positions with the Madison County Building Maintenance Department to perform cleaning duties in County buildings and on County grounds. No... [Full Description](#) [Cook \(Per-diem\) - Public Safety Building](#) Posted September 22, 2017 8:00 AM | Open Until Filled The Madison County Sheriff's Office currently has one opening for per-diem Cook at the Madison County Correction Facility, located in Wampsville, NY, providing meals for... [Full Description](#) [Environmental Health Specialist](#) Posted March 5, 2019 4:00 PM | Closes March 22, 2019 5:00 PM Environmental Health Specialist sought for full-time position with the Madison County Public Health Department. This position involves the performance of moderately difficult... [Full Description](#) [Laborer \(Per-diem\)](#) Posted September 21, 2017 | Open Until Filled Laborer sought for per diem position with the Madison County Building Maintenance Department to assist in the Central Services division. Applications can be obtained at the ... [Full Description](#) [Special Patrol Officers](#) Posted November 26, 2018 8:00 AM | Closes December 31, 2019 5:00 PM Madison County Sheriff's Office seeks full-time Special Patrol Officers responsible for maintaining order and providing security in Madison County School districts [Full Description](#)

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▼ Current Exam Announcements

[Health Statistician \(64-848\)](#)

Posted February 20, 2019 8:00 AM |

Closes March 22, 2019 5:00 PM

Health Statistician [Full Description](#)

[Highway Crew Supervisor \(60-413/75-048\)](#)

Posted February 20, 2019 8:00 AM |

Closes March 22, 2019 5:00 PM

Highway Crew Supervisor (60-413 & 75-048) [Full Description](#)

[Office Assistant II \(60-940/73-689\)](#)

Posted February 20, 2019 8:00 AM |

Closes March 22, 2019 5:00 PM

Office Assistant II [Full Description](#)

[Payroll Specialist \(65-453\)](#)

Posted February 20, 2019 8:00 AM |

Closes March 22, 2019 5:00 PM

Payroll Specialist [Full Description](#)

[Senior Highway Crew Supervisor \(60-415/75-073\)](#)

Posted February 20, 2019 8:00 AM |

Closes March 22, 2019 5:00 PM

Senior Highway Crew

Supervisor [Full Description](#)

▼ Continuous Recruitment Exams

[Emergency Medical Technician](#)

Posted September 22, 2017 8:00 AM |

Open Until Filled

[Full Description](#)

[Paramedic \(Part-time\)](#)

Posted September 22, 2017 8:00 AM |

Open Until Filled

[Full Description](#)

[Public Health Nurse - Public Health](#)

[Department](#)

Posted September 22, 2017 8:00 AM |

Open Until Filled

Public Health Nurse [Full Description](#)

***Madison County Is Offering Free HEAVY EQUIPMENT OPERATOR & CDL-B LICENSE TRAINING** Wampsville, NY –

Thanks to a grant from the NYS Department of Labor, Madison County will be offering two rounds of Heavy Equipment Training and CDL-B License training to unemployed or underemployed residents. Madison County received \$96,900 through the CNY REDC, to train 19 unemployed or underemployed individuals with both Heavy Equipment Operator and CDL-B Licenses. There is a huge demand by employers for individuals who possess both Heavy Equipment Operator and

CDL-B licenses. With this training, the Madison County Career Center hopes to help fill those positions and help those who are unemployed in our area find a good paying job. The Heavy Equipment Operator Training will take place at Madison-Oneida BOCES, while the CDLB training will take place at Mohawk Valley Community College Rome Campus. Participants will begin their training with the Heavy Equipment Operator Program. This is an 8-week program at the MOBOCES Verona Campus. Training will be Monday-Thursday, 3:00 PM – 8:00 PM and Saturdays 7:00 AM - 3:30 PM. After completion of the Heavy Equipment Operator Program, participants will begin the CDL-B License training at the MVCC Rome Campus. This training will last 2-3 weeks depending on drive time. These training programs are 100% covered by the grant, there will be no cost to the selected participants. If you would like to participate in this program you must agree to attend both training programs, be able to pass a DOT physical and drug test, must have a valid driver's license and must be 18 years and older. Participants must also live in the Central New York Region (Madison, Onondaga, Oswego, Cayuga and Cortland counties). Priority given to Madison County residents. Class Dates:

- Heavy Equipment Operator will begin the 1st class on April 1st and the 2nd class is projected to begin June 10th
- CDL-B Training will begin once the Heavy Equipment training is completed.

Those interested in participating in this program should call Ellen Bowe or Tom Reichel at the Madison County Career Center (315) 363-2400. Please have applications in for the April 1st start date by March 8, 2019.

