

PLEASE POST

TEMPORARY

**NYC OFF-TRACK BETTING CORPORATION
JOB OPPORTUNITY NOTICE #02-09
February 24, 2009**

NOTICE OF TEMPORARY VACANCY FOR SUPERVISING MAINTAINER:
This position is open to candidates who meet the minimum qualification requirements.

SALARY & VACANCIES: The salary for this position is \$37,057 (new hire rate). Current OTB employee minimum rate is \$42,616. There is one (1) temporary position open in this title in the Facilities Department.

FILING PERIOD: February 24, 2009 through March 9, 2009.

Interested persons who meet the minimum requirements cited below must complete and file an application. Application For Employment forms are available at all OTB branch offices. Applications are also available on the 8th floor. Completed applications should be forwarded through interoffice mail to:

**Human Resources Department
1501 Broadway, Room 1122
New York, New York 10036
ATTN: Kathleen Rehm**

MINIMUM REQUIREMENTS:

- Elementary school graduation and five (5) years of experience in building construction or maintenance work, two (2) of which must have been as a foreman or a similar supervisory capacity,
- A satisfactory equivalent combination of education and experience.

Please note that custodial background is not the required maintenance experience.

DUTIES AND RESPONSIBILITIES:

Under direction, with latitude for independent judgement and decision, performs highly responsible supervisory work in the maintenance and repair of branch offices, equipment and facilities.

EXAMPLES OF TYPICAL TASKS & RESPONSIBILITIES:

- Supervise the work of maintainers and other subordinate personnel in the performance of general maintenance work and/or specialized work.
- Oversee Branch enhancement projects from inception through completion.
- Check materials used and inspect completed work.
- Complete and submit in a timely fashion all related paperwork and reports.
- May be required to operate a motor vehicle in the performance of assigned tasks.
- Performs related work as assigned.

NOTE:

- There will be no written test. Candidates will be selected on the basis of **TRAINING & EXPERIENCE** as shown on their application. Therefore, applications should be completed in full. Attach resume if available.
- Will be required to work flexible hours, to include nights, weekends and/or holidays to ensure timely completion and verification of related facilities work
- There is a One- (1) year probationary period for this title.
- This is a **TEMPORARY** position. Selected candidate will be required to sign Temporary Assignment waiver.

Selected candidate may be required to undergo a new criminal background check.

Misrepresentation or falsification listed on the application will be justification for disqualification and may be grounds for disciplinary action.

Approved by:



Adrien Ellenberg
Executive Director of Human Resources

NYC OTB is an Equal Opportunity Employer