



DUTCHESS COUNTY

Seasonal Student Worker Program

2019 Summer Season

These positions are for students that are either: (A) Dutchess County residents entering or attending a college/university; OR (B) non-Dutchess County residents entering or attending a college/university located in Dutchess County.

- All Candidates must be at least eighteen (18) years of age at time of application
- All positions will require fingerprinting. Fingerprint information will be given when a conditional job offer is made.

Name:	Date:
E-mail:	Phone #:

NOTE: In order to apply, you will need to go to www.dutchessny.gov/jobs to submit an on-line application. In addition, you need to complete and e-mail this form to hrexams@dutchessny.gov.

Attached is a brief description of the various assignments. Please review all the available positions and then indicate in the boxes below your 1st, 2nd and 3rd choice areas of interest.

If you have any questions, contact the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601, (845) 486-2169.

<u>Department of Public Works:</u>	
<i>Buildings Admin</i>	<input type="checkbox"/>
<i>Aviation</i>	<input type="checkbox"/>
<i>Highway</i>	<input type="checkbox"/> Poughkeepsie <input type="checkbox"/> Amenia <input type="checkbox"/> Beekman <input type="checkbox"/> Millbrook <input type="checkbox"/> Pine Plains <input type="checkbox"/> Rhinebeck
<i>Buildings Architectural</i>	<input type="checkbox"/>
<i>Parks</i>	<input type="checkbox"/> Education <input type="checkbox"/> Maintenance <input type="checkbox"/> Waterfront Director (Wilcox Park) <input type="checkbox"/> Lifeguard (Wilcox Park)
<i>Engineering</i>	<input type="checkbox"/> <input type="checkbox"/> Cornell Asset Management Program
<i>Public Transit</i>	<input type="checkbox"/>

<u>Department of Planning & Development:</u>	<input type="checkbox"/>
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<u>Department of Behavioral and Community Health (DBCH):</u>	
<i>Environmental Health</i>	<input type="checkbox"/>
<i>Communicable Disease Control</i>	<input type="checkbox"/>

<u>Office Clerical:</u>	
<i>Parks</i>	<input type="checkbox"/> Wilcox Park (Town of Milan)
	<input type="checkbox"/> Bowdoin Park (Town of Wappinger Falls)
<i>Office for the Aging</i>	<input type="checkbox"/>
<i>Department of Human Resources</i>	<input type="checkbox"/>

Seasonal Student Worker Assignment Descriptions and Rates

DPW - Buildings (Admin)	Salary: \$11.10/hr.	Location: Poughkeepsie
Assists with routine manual tasks which include landscaping responsibilities at County Buildings. Involved with the set up and break down of Office for the Aging Senior picnics.		
<i>Individual <u>must</u> possess a valid NYS driver license.</i>		

DPW - Buildings (Architectural)	Salary: \$11.85/hr.	Location: Poughkeepsie
Assists with field measurements and the creation and/or organization of digital drawings and specifications. Attends meetings for design and construction. <i>Individual <u>must</u> possess valid NYS driver license.</i>		

DPW - Engineering	Salary: \$11.10/hr. \$12.60 (Cornell)	Location: Varies
Assist with annual road condition inspection for all local roads. Assists Engineering Division with miscellaneous tasks (asset inventory, data collection, survey crew help, etc.).		
<i>Individual <u>must</u> be enrolled in two or four-year engineering, engineering technology, construction technology, mathematics, science or related curriculum. Individual <u>must</u> possess a valid NYS driver license.</i>		

DPW - Highway	Salary: \$11.10/hr.	Location: Varies
Assists various crews with routine general labor or construction tasks.		
<i>Individual must be available to work the entire summer through August. Overtime work may be required during emergencies.</i>		

DPW - Aviation	Salary: \$11.10/hr.	Location: Poughkeepsie
Assist airport staff in the areas of airport maintenance (daily facility inspections, general building, hangar and airfield lighting repairs, etc.)		

DPW -Public Transit	Salary: \$11.10/hr	Location: Varies
Conduct interactive surveys of passengers on buses related to on-time performance, bus shelter utilization, printed schedule ease of use and customer satisfaction.		

DBCH Environmental Health Aide	Salary: \$11.10/hr.	Location: Poughkeepsie
<p>Involves collecting water samples (public water systems, bathing beaches, etc.) and enters sampling data into computer. May participate in other projects as needed, including digitizing records. Should be pursuing a degree in science; i.e., chemistry, biology, with preliminary science course work having been completed; an ability to work independently.</p> <p><i>Individual <u>must</u> possess NYS driver license as well as possession of a car, as extensive field work is required.</i></p>		

DBCH Communicable Disease Control	Salary: \$11.10/hr.	Location: Poughkeepsie
<p>Assist with the increased number of tick-, food- and water-borne disease case load that occurs from late spring -summer.</p> <p><i>Individual should be pursuing a degree in science; i.e., community and public health.</i></p>		

Office Clerical—	Salary: \$11.10/hr.	Location: Various
<i>Parks</i>	<p>Wilcox: Collect fees at gate, from Mini Golf and boat rentals; take reservations on weekends.</p> <p>Bowdoin Park: assist Parks Secretary in office with reservations, answer telephones and assist with customers.</p>	
<i>Office for the Aging:</i>	<p>Involves providing routine clerical support services including keyboarding, filing and data management; Senior Picnic program setup/take, collect payment at picnics and surveys.</p>	
<i>Department of Human Resources</i>	<p>Involves providing routine clerical support services including keyboarding, filing and data management.</p>	

Parks Education	Salary: \$11.10/hr	Location: Bowdoin Park
<p>Assigned to Bowdoin Park to assist Park Naturalists with prepping for and running summer programs.</p>		

Parks Maintenance	Salary: \$11.10/hr	Location: Varies
<p>Wilcox Park: Clean bathrooms, empty trash, weed wacking and assisting Parks Maintenance staff with projects and duties.</p> <p>Bowdoin Park: Clean bathrooms, empty trash, weed wacking and assisting Parks Maintenance staff at Bowdoin, Dutchess Stadium, Quiet Cove and Dutchess Rail Trail.</p>		

Parks - Lifeguard –	Salary: \$16.28/hr.	Location: Wilcox Park
<p>This is important work involving the responsibility for the life and protection of persons swimming or otherwise using the recreational facilities of the beach area. Incumbents may be required to rescue persons experiencing trouble in the water and administer life-saving techniques. Incumbent may also be required to administer simple first aid when necessary. The work is carried out under the general direction of the Waterfront Director.</p> <p><i>Requires possession of a current American Red Cross certified lifeguard training program certificate; CPR certificate; American Heart Association course in basic life support for the Professional Rescuer; and a current American Red Cross Waterfront Lifeguard Module Certificate (beach or waterfront).</i></p>		

Parks - Waterfront Director –	Salary: \$19.60/hr.	Location: Wilcox Park
<p>This is seasonal supervisory work involving the responsibility for the life and protection of persons swimming or otherwise using the recreational facilities of the beach area. Incumbent may be required to rescue persons experiencing difficulties in the water and administer lifesaving techniques. The incumbent may be required to administer first aid for other injuries suffered in the waterfront area. The position differs from Lifeguard by the addition of record keeping and supervisory responsibilities. Supervision is exercised over seasonal employees. The work is carried out under the general direction of the administrative official.</p> <p><i>Requires possession of a current American Red Cross certified lifeguard training program certificate; CPR certificate; American Heart Association course in basic life support for the Professional Rescuer; and a current American Red Cross Waterfront Lifeguard Module Certificate (beach or waterfront). Waterfront Director's qualifications are the same as lifeguard PLUS two (2) seasons of full-time paid work experience as a lifeguard.</i></p>		

Planning –	Salary: \$11.85/hr.	Location: Poughkeepsie Area
<p>Provides assistance in the program areas of Community Development and Housing, Planning (land use, demographics, related trends, etc.), GIS and transportation.</p> <p><i>Requires college sophomore, junior, senior or graduate student in the field of planning, urban studies, architecture, geography, transportation, housing, political science, community development or natural (environmental) resources.</i></p>		