

# Erie County

# Jobs! Jobs! Jobs!

**For complete information, contact your closest Career 1-Stop**

**August 8, 2017**

**NY1222952** Angola. **GENERAL LABOR** Temp to hire. General labor, packaging, assembly jobs. FT. Multiple shifts. Work available in factories from Derby to Dunkirk NY. Spanish language applications available. Entry level mechanical ability positions available.

**NY1222944** Buffalo and Williamsville. **COUNTER WORKER**. PT. 1st shift. Business operates 7 days/wk. Work hours between 6:30am and 5:00pm. Well-established bakery/cafe is seeking customer oriented, trustworthy, loyal, hard working individuals. Casual work environment. Experience preferred but would consider a trainee. Willing to accept a trainee Wage: \$9.70/hr.

**NY1222946** Buffalo. **PERSONAL CARE AIDES**. PT. Days/shifts vary. Up to 40 hrs./wk. 3 openings. Business operates 7 days per week. Shifts: 1st/2nd/3rd. Assist clients in their home with tasks such as bathing, dressing, toileting, light housekeeping, meal preparation and laundry. Requires PCA certificate - would not consider a trainee, must have High School Diploma/GED 1-3 months' experience needed. Wage: \$9.70/hr. Subject to employer medical exam, reference check and criminal background checks. Benefits available: Vacation and Holiday. On a bus route.

**NY1222909** East Aurora. **ASSEMBLERS**. 1st shift. \$10.75/hour. Must have strong dexterity skills to assembly small pieces. This is a temp to hire position. Business is looking for as many candidates as possible to hire.

**NY1222860** Buffalo. **MECHANICAL MAINTENANCE**. FT. Must be available for any shift. Benefits. Union. These are full-time positions and candidates must be available to work any shift as out company is a 7-day a week, 24-hour a day operation. One of the largest manufacturers of flat-rolled copper-alloy sheet and strip products in the US, is seeking highly motivated, team-oriented individuals for diversified mechanical skilled trades positions at our Buffalo, NY facility. This position requires extensive knowledge of machine repair, welding, hydraulic and pneumatic systems, mechanical drives and general principles. Successful candidates will have successfully completed an apprenticeship program as a machine repairer, or have 8 years of documented experience as a millwright, pipefitter and welder. Your resume should indicate strong troubleshooting and problem solving skills, superior decision-making abilities, and a track record of success in a rapidly changing work environment. These are full-time positions with opportunity for overtime and candidates must be available to work any shift as we are a 7-day a week, 24-hour a day operation. We offer a highly attractive pay and benefits package; the base pay rate is \$25.01 per hour, plus shift differential, incentive pay and overtime pay, and has an agreement with the United Steelworkers Local #593 to represent the employees of our Buffalo facility.

## WNY One-Stop Centers

### Erie County:

284 Main Street  
Buffalo, NY 14202  
716/851-2600

***then press "0"***

4175 Transitown  
Williamsville, NY 14221  
716/634-9081

Buffalo Emp. & Trning Ctr.  
77 Goodell Street  
Buffalo, NY 14203  
716/856-5627

ECC Employment & Trning  
4041 Southwestern Blvd.  
Bldg. 5, 2<sup>nd</sup> Floor, Rm. 6201c  
Orchard Park, NY 14127  
716/270-4465  
716270-4483

ECC One Stop Center – North  
Gleasner Hall, Room 166  
6205 Main Street  
Williamsville, NY 14221  
716.270.4444 phone  
716.270.4491 Fax  
onestop@ecc.edu

### Niagara County:

Troft Access Center  
1001-11<sup>th</sup> Street  
Suite E, Room 1014  
Niagara Falls, NY 14301  
716/278-8258

272 South Transit St.  
Lockport, NY 14094  
716/433-6766

### Chautauqua County:

407 Central Avenue  
Dunkirk, NY 14048  
716/366-9015

23 E. Third Street  
Jamestown NY 14701  
716/661-9553

### Cattaraugus County:

175 N. Union Street  
Olean, NY 14760  
716/373-1880

### Allegany County:

Employment Complex  
7 Wells Lane  
Belmont, NY 14813  
585/268-9237

**NY1222908** Getzville. **DATA ENTRY.** FT. Mon-Sun. \$12-12.50/hour depending on shift. 1st, 2nd Shift and 3rd shifts available, all include at least one weekend day per week. **JOB RESPONSIBILITIES:** - Data Entry, Quick and accurate entry of documents. - Candidate will be given a specific time period to meet standard productivity and quality standards - Will be providing backup coverage for team members within your proficient functions and may be asked to work additional hours during higher volume periods. - Adhere to all departmental guidelines and policies and meet or exceed all compliance required. **JOB REQUIREMENTS:** -Must have a minimum of 8500 Keystrokes per hour alpha-numeric with a minimum of 95% accuracy rate, skills testing must be completed to verify. - Strong attention to detail and solid organization skills - High School Diploma or GED equivalent - Must be able to successfully complete a fingerprint background, criminal background, drug test and credit check - Ability to work independently as well as being a team member - Ability to respond under pressure and multi-task - Overtime and flexible work hours maybe required depending on the need of the business - These are one-year contract positions with the potential to turn into permanent positions. - Bus Line available, please check schedules for compatibility with available shifts.

**NY1222891** Buffalo. **RESIDENT MANAGER.** FT. 40 hrs./wk. Days/Hours Vary. Benefits. NOTE: Swing shift - Applicants must be available to work all shifts: 8am-4pm, 4pm-12am, 12-8am. **MINIMUM QUALIFICATIONS**-High School Diploma required; one year college preferred. Good communication and writing skills required. Ability to work with people in crisis situation. Must submit physical examination report annually. **PARTICIPANT SUPERVISION**-Supervise resident, visitor flow and activities in facility and on grounds to ensure rules are not violated. Check visitor identification and log appropriate information in log book. -Monitor residence and maintain security/safety procedures, conduct head counts at least 5 times during a tour of duty (must physically identify each resident). -Physically conduct headcount at the change of each shift. One resident manager from each shift is required to do the head count together and both individual are to sign an acknowledgment in the log book that all residents were accounted for. -Orientation of new arrivals to facility and procedures, familiarize individual with facility, staff and other residents. -Distribute health/comfort items, linen. -Administer and document breath tests. -Collect, secure, mail and document urine specimen according to program guidelines and procedures. -Orient new arrivals of the Material Safety Data information in the absence of the Senior Resident Manager. -**REPORT TO ADMINISTRATION ALL ABNORMAL OR ILLEGAL BEHAVIOR OR RULE VIOLATION OF PROGRAM PARTICIPANTS; ATTITUDE, ANXIETY LEVEL. HYGIENE, ALCOHOL OR DRUG ABUSE. MAINTAIN PROPER DOCUMENTATION.** -Monitor resident's group meetings and assist group leaders, when necessary. -Transport clients to and from program related activities, establish trusting, working relationship with residents, limited counseling in crisis situations in absence of counselors (**CRISIS INTERVENTION**). -Conduct pat searches of program participants as required, conduct strip searches as directed by the administration. -Maintain order in residence and on facility grounds, document all activity. -Dispense tokens and document appropriately. -Distribute client supplies, collect linen and maintain inventory according to established procedures heat and distribute meals to residents in absence of the cook. **FACILITY INSPECTIONS/DOCUMENTATION**- Conduct facility searches as required, sleeping rooms, common areas, bathrooms and any areas to which the residents have access. -Maintain appropriate documentation and confidentiality of all records and reports. -Conduct daily room inspections insuring clean, orderly rooms, safety and security checks throughout the facility. -Check facility equipment and document/report problems to administration. -Participate in client/staff activities as required. -Participate as a member of the disciplinary process and any related duties as assigned. -Attend staff meetings, supervision meetings and training sessions as scheduled, with constructive input. -Fill in other shifts in absence of staff. -Abide by Agency Code of Ethics Wage: Swing shift pays shift differential: 8am-4pm, \$13/hr.; 4pm-12am, \$13.25/hr., and 12am-8am, \$13.50/hr. Company pays for health benefits. Subject to employer medical exam, reference and criminal background checks. Must be bondable. Must bring a driver's license and SS card to the interview.

**NY1222919** WNY. **DRYWALL HANGERS/METAL STUD FRAMERS.** FT. WNDOE Looking for experienced Drywall Hangers & Metal Stud Framers - Acoustic and Ceiling work a plus!! Must have prior commercial experience, OSHA 10 preferred. Full time work. Competitive pay - based upon experience. An Equal Opportunity Employer Must have driver's license. Subject to employer reference check. Not on bus route