



GERALD D. JENNINGS
MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
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PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

May 6, 2013

TO: All Department of General Services Divisions
All Water Department Divisions
Department of Youth & Recreation Services
Mayor's Office

SUBJECT: Notice of Job Opening –

Laborer III – (PROMOTIONAL)*
Department of General Services
Street Maintenance

The **Department of General Services – Street Maintenance** has one (1) vacancy for the position of **Laborer III (Promotional)** at a rate of **\$16.69/hour @ 40 hours/week.** The schedule for this position is as follows:

Monday - Friday: 7:00 a.m. - 3:00 p.m.

Applicants must meet the requirements as outlined in the attached job description. This is a non-competitive class Civil Service position.

Anyone who is interested in applying for this position should **hand deliver** an application to Chief Labor Supervisor Robert Minard or Deputy Chief Supervisor Roger Winton, Department of General Services, One Conners Boulevard, Albany, NY 12204 to be received no later than **Tuesday, May 21, 2013.**

*** APPLICANTS WHO ARE CURRENT MEMBERS OF THE ALBANY BLUE COLLAR WORKERS UNION LOCAL 1961 AND AFSCME NY COUNCIL 66 WILL BE GIVEN FIRST PREFERENCE.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL TUESDAY, MAY 21, 2013

An Equal Opportunity/Affirmative Action Employer

LABORER III

DISTINGUISHING FEATURES OF THE CLASS: This position is supervisory and contains manual work in general laboring operations. Work involved is routine and repetitive and often requires physical exertion. Incumbents have limited opportunity for exercises of independent judgement and decision. Supervision is exercised over relatively small groups of employees performing manual duties, and the incumbent frequently participates in the work performed. Specific work or route assignments are received from a higher level supervisor and work is inspected frequently for completeness and adherence to schedules.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assigns and supervises the work of groups of laborers engaged in cleaning streets, gutters and alleys in a designated district;
- Checks routes after completion to observe quality of work done;
- Assigns and supervises the work of laborers engaged in digging and backfilling trenches for sewers, repair of manholes, sidewalk repair, patching of streets, mixing concrete and constructing rough wooden forms for concrete;
- Keeps the time on a small crew and requisitions on materials as needed;
- Supervises and inspects cleaning of public market;
- Directs farmers to proper stalls, assists the public and answers complaints;
- Supervises and schedules the loading of refuse from the mechanical sweepers;
- Supervises the charging and maintenance of a town incinerator;
- Assigns, supervises and frequently participates in the work of laborers engaged in the preservation and maintenance of the city park areas or golf course;
- Does routine gardening work, operates light truck as necessary to transport men and equipment, and operates common park equipment;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Knowledge of the standard tools and practices used in general laboring operations;
- Ability to assign and supervise the work of a small group of laborers and equipment operators;
- Ability to read and write;
- Ability to understand and follow oral and written instructions;
- Ability to perform a variety of manual tasks;
- Ability to perform heavy manual labor for extended periods under adverse weather conditions;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in general laboring work

SPECIAL REQUIREMENT

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.