

**PLEASE POST CONSPICUOUSLY**

January 11, 2008

TO: All City of Albany Departments & Divisions  
SUBJECT: Notice of Job Opening –

**Environmental Engineering Technician**  
**Department of General Services**  
**Waste Disposal**

The **Department of General Services – Waste Disposal** has one (1) vacancy for the position of **Environmental Engineering Technician** at a rate of **\$36,400/year @ 40 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Monday, January 28, 2008.**

**PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL**  
**MONDAY, JANUARY 28, 2008**

**An Equal Opportunity /Affirmative Action Employer**

**ENVIRONMENTAL ENGINEERING TECHNICIAN**  
**(Landfill)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, the incumbent performs technical office and fieldwork on a variety of environmental engineering and public works projects. Responsibilities include fieldwork, survey, compliance monitoring, compiling facility data, performing computations, data entry, and assessment for Department of General Services Facilities. Performs systems monitoring and evaluation in comparison to industry or regulatory standards. In addition, an employee in this class inspects system operation and construction to determine conformity with system operations plans specifications, industry standards or permit applications.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Performs routine system surveys, compliance monitoring, system expansions for landfill gas, leachate collection and storm water management systems;
- Inspects landfill gas, leachate collection and storm water construction projects to assure project materials, construction practices and equipment operation is correct for the project, in accordance with the specifications and plans or operations plans or industry standards;
- Obtains and receives, compiles, calculates and files system data and information regarding landfill gas collection system, leachate collection system, storm water system, or projects including written and oral reports of inspections, data collection and compliance monitoring;
- Obtains data, checks the source and validity, adjusts system as required to maintain optimal system operation and permit compliance;
- Provides supervision and direction to employees in the repair and development of landfill gas, leachate and storm water collection systems;
- Conducts confined space entries to assess system function;
- Provides contactor oversight as required;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of field gas collection, pipe fusion, storm water management systems;
- Good knowledge of survey equipment operation, solid waste management systems;
- Good knowledge of personal computers and office equipment;
- Ability to read maps and plans;
- Ability to perform mathematical computations;
- Ability to carry out complex oral and written instructions;

- Ability to communicate effectively with the public;
- Ability to establish and maintain a working relationship with co-workers and the community at large;
- Good mechanical aptitude;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State Registered college with an Associate Degree or higher in Engineering Science, Environmental Engineering Technology, Civil Engineering Technology or related field and two (2) years full-time paid experience involving environmental or sanitary field work; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma and a Certificate issued by SWANA (Solid Waste Association North America in Landfill Gas Management), three (3) years of full-time paid experience working directly with landfill gas projects; **OR**
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

**NOTE:**

- 1) Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.
- 2) A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

**SPECIAL NOTE:** Incumbent must obtain a Confined Space Entry Certificate and Hazardous Waste Operations/Emergency Response (40-hour HAZWOPER) Certificate within 6 months of appointment and must maintain certificates for the duration of employment. Incumbent must obtain NYS Weightmaster License within one year of appointment and must maintain certificate for the duration of employment.