CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
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KATHY M. SHEEHAN
MAYOR

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PLEASE POST CONSPICUOUSLY
February 7, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Reservoir Patrol Guard (Part time)
Department of Water & Water Supply

The Department of Water & Water Supply has one (1) vacancy for the position of **Reservoir Patrol Guard** at a rate of **$13.05/hour @ 16 hours/week.** The schedule for this position is as follows:

Friday – Saturday: 12:00 a.m. – 8:00 a.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 job should submit an application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to HR@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, February 22, 2018.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014
Section 62-1 of Chapter 62 of the Code of the City of Albany.
D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
THURSDAY, FEBRUARY 22, 2018.
An Equal Opportunity/Affirmative Action Employer

RESERVOIR PATROL GUARD

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class patrols the area surrounding a reservoir. This is routine work involving responsibility for patrolling and inspecting the grounds around a reservoir, either on foot or in a vehicle, in order to safeguard the property. Work is performed in accordance with established procedures under the general supervision of a higher level employee who handles any unusual problems that are encountered. Supervision is not a responsibility of employees in this class. This position differs from that of Watchman in that the patrol work is normally performed with use of a motor vehicle.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Patrols and inspects the grounds around a reservoir often using a motor vehicle in order to prevent property damage;
- Enforces regulations pertaining to trespassing and fishing;
- Investigates unusual conditions or disturbances occurring around a reservoir;
- May perform various grounds keeping or laboring tasks such as cutting grass and brush, raking leaves, plowing snow, painting, repairing fences, grounds clean up and related tasks;
- May pick up supplies;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to think and act quickly in emergencies;
- Ability to carry out and follow oral and written directions;
- Ability to deal tactfully with the public;
- Ability to lift a minimum of fifty (50) pounds;
- Good vision and hearing;
- Sobriety;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

SPECIAL NOTE: 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.

Able to pass the New York State Department of Licensing Security Guard Course and to receive the appropriate Certificate within six months of hire.

A candidate for employment must successfully pass a complete background check including fingerprint processing.

Revised: 4/16/80
9/17/80