



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
March 20, 2019

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

Summer Inspector
Department of General Services
Engineering

The **Department of General Services – Engineering** has one (1) vacancy for the position of **Summer Inspector** at a rate of **\$15.00/ hour @ 37.5 hours /week**. The schedule for this position is as follows:

May 2019 – September 2019

Applicants must meet the requirements as outlined in the attached job description. This position is a non-competitive class Civil Service position that may be filled with an individual who meets the minimum qualifications as outlined in the attached job description.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Wednesday, April 17, 2019.**

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 20 (TWENTY) BUSINESS DAYS UNTIL
WEDNESDAY, APRIL 17, 2019
An Equal Opportunity/ Affirmative Action Employer

SUMMER INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical but usually routine work requiring application of preliminary engineering skills and following prescribed methods and procedures in connection with field and office engineering work. Employees may be assigned to work in drafting and construction inspection, or similar fields. Specific work assignments are usually accompanied by detailed written or oral instructions, and work is performed under close supervision. Employees have increasing responsibility and greater opportunity to use independent judgment and engineering skills as experience is gained.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs quality control of installation of concrete and curbs for sidewalk construction and asphaltic concrete for street construction;
- Verifies materials testing, e.g., concrete slump test;
- Verifies material quantities with contractor;
- Computes material quantities and input data into computer files;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Knowledge of mathematics through trigonometry;
- Good knowledge of general construction specifications and blueprints;
- Thorough knowledge and skills in use of the engineering measuring scales;
- Ability to prepare and trace drawings of a simple engineering nature with neatness and accuracy;
- Ability to engage in continuous, active field work requiring physical stamina;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year experience of civil or mechanical engineering at the college level from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees.