



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

PLEASE POST CONSPICUOUSLY
July 31, 2019

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

Carpenter
Department of General Services
Central Maintenance

The Department of General Services – Central Maintenance has one (1) vacancy for the position of **Carpenter** at a rate of **\$28.48/hour @ 37.5 hours/week.** The schedule for this position is as follows:

Monday - Friday: 7:00 a.m. to 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 job should submit an application to the City of Albany online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Wednesday, August 14, 2019.**

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

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
WEDNESDAY, AUGUST 14, 2019
An Equal Opportunity/Affirmative Action Employer

CARPENTER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing skilled work in the construction, alteration and maintenance of wooden or concrete structures and fixtures according to the accepted methods and tools of the carpentry and related construction trades. This is recurring work that involves responsibility for completing rough and finish carpentry tasks which require the use of hand and power tools used in the trade. An incumbent in this class may direct the work of a small number of semi-skilled or relatively unskilled workers assigned to assist on jobs as they are needed. General supervision is normally received from a higher level title who may set priorities and provide technical direction. Incumbents in this class, in the absence of such direction, are allowed considerable leeway for planning the details of each job. The nature of the work may require employees of this class to operate motor vehicles.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs general carpentry work in construction, alteration, repair and maintenance of buildings, partitions, floors, roofs, stairways, doors, windows, screens, scaffolding, furniture, concrete work and related building components;
- Prepares layout for the work by reading sketches, diagrams or blueprints, measuring proposed work with tape measures, and squaring and making plumb the measured area with appropriate tools and measures;
- Performs skilled bench work utilizing power saws, joiners, wood lathes, planes and boring, sanding or mortising tools and machines;
- Cleans, sharpens and repairs hand and power tools;
- Lays out and completes work consistent with applicable standards and other requirements;
- Makes estimates of time and material required for assigned tasks and keeps simple related records;
- Installs interior paneling or exterior wood framing to structures using tools of trade;
- Installs finish hardware by fastening locks, door knobs, hinges, kick plates, etc., using tools of the trade;
- Performs roofing and unskilled masonry work as required for completion of assignments;
- Inspects lumber and other materials for size, grade, quality and need;
- May direct and supervise the work of a small number of semi-skilled or unskilled workers in construction, alteration or repair of buildings, floors, roofs, etc.;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices, tools, equipment and accident precautions of the trade;
- Working knowledge of the materials used and applicable code requirements involved in construction, alteration or maintenance of building structures, excluding electrical and plumbing systems;
- Skill in the care and use of a variety of hand and power tools and motorized equipment;
- Ability to work from plans, specifications, rough sketches and oral instructions;
- Ability to use a variety of tools, equipment and material of the trade;
- Ability to inspect lumber and other materials for grade, quality and value;
- Ability to understand and carry out simple oral and written instructions;
- Ability to inspect work of others to ensure proper performance;
- Ability to perform moderate to heavy labor;
- Ability to lift a minimum of fifty (50) pounds:
- Dependability;
- Mechanical aptitude;
- Thoroughness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a. Two (2) years of full-time paid experience, or its part-time equivalent, in general carpentry work; **OR**
- b. Four (4) years of full-time paid experience, or its part-time equivalent, in building maintenance and repair.

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.

Use of personal vehicle may be necessary.

Revised: 1955
2/15/84
6/23/04
1/6/16