



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY

March 25, 2020

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Labor Supervisor
Department of General Services
Washington Park

The **Department of General Services – Washington Park** has one (1) vacancy for the position of **Labor Supervisor** at a rate of **\$24.23/hour @ 40 hours/week**.

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 online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Wednesday, April 8, 2020**.

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, April 8, 2020.

An Equal Opportunity /Affirmative Action Employer

LABOR SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work involving the direction of large groups of labor foremen, sub-foremen and laborers engaged in routine manual tasks of street cleaning, repair and maintenance and related projects of a public works nature. The work is of a routine nature involving the performance of duties within defined areas of responsibility for programs and activities of the department to which assigned. Incumbents in this class receive general supervision from an administrative superior with latitude allowed for the exercise of independent judgment in the performance of their tasks. Direct supervision is exercised over subordinate supervisors of crews engaged in semi-skilled or unskilled laboring work. Specific instructions are generally received only on projects of a special or emergency nature. Occasional review of work is done by discussion or field visits from an administrative superior.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, supervises and inspects all work involved in the maintenance of all sewer mains and appurtenances;
- Repairs and rebuilds sewer lines, manholes, etc.;
- Repairs and replaces pavements and sidewalks;
- Supervises and inspects the work of several crews engaged in street maintenance, snow removal, snow fence erection, sidewalk repair, pest control, lawn and grass repair, etc.;
- Assigns personnel and equipment to various crews for the most economical and efficient performances of tasks;
- Reviews and approves employee time records, making alterations or changes as necessary;
- Supervises use of smaller landfill areas to ensure compliance with rules and regulations;
- Submits recommendations on equipment needs and public work projects;
- Prepares reports on routine operations and special projects;
- Supervises all work involved in performance of duties assigned under special projects or programs of duties assigned under special projects or programs of a department;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, methods, tools and terminology commonly used in street, sewer and water and groundskeeping construction, maintenance, cleaning and repair;
- Good knowledge of the timekeeping and report writing of the department to which assigned;
- Ability to lay out, direct and supervise the work of a number of crews performing street or sewer maintenance functions and to obtain required results;
- Ability to instruct subordinate employees in departmental practices and to enforce policies;
- Ability to understand and effectively carry out written and oral instructions;
- Ability to undertake special projects and assignments in an efficient and effective manner;

- Ability to read and write;
- Willingness to work outside in all types of weather and conditions;
- Dependability;
- Willingness to respond to emergencies;
- Good judgment;
- Initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Five (5) years of satisfactory fulltime paid experience in general labor or construction work, buildings and grounds maintenance or sewer repair and maintenance, three (3) years of which must have been in a supervisory or managerial capacity

SPECIAL REQUIREMENT:

Eligibility and possession of a CDL class B license without air brake restrictions issued by the New York State Department of Motor Vehicles within six (6) months of appointment and for the duration of employment.

Revised: 1955
12/19/84
5/26/04
9/23/14
9/29/15