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Mayor

Office of Human Resources
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Notice of Job Opening

Position: Summer Inspector

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE that this position's civil service jurisdictional classification is Non-competitive.

Department: Department of General Services

Number of Vacancies to be filled: 1

Rate of Pay: \$15.00/hour @ 40 hours/week

Schedule: Monday – Friday: 7:00 am to 3:00 pm
Temporary position for 6 months' duration

Application Deadline: 11:59 pm on Thursday, February 25, 2021

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: NO

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on February 10, 2021.

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 to be completed by time of appointment.

Revised: 7/29/96
2/2001
5/1/19