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Mayor

Office of Human Resources  
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## Notice of Job Opening

**Position:** Labor Foreman

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:** Police

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$24.23/hour @ 40 hours/week

**Schedule:** Monday – Friday: 7:30 am to 3:30 pm

**Application Deadline:** **11:59 pm on Monday, May 17, 2021**

All applicants must submit an application online via [jobs.albanyny.gov](http://jobs.albanyny.gov) to be considered for the job opening.

**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 Monday, April 19, 2021.**

## **LABOR FOREMAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving responsibility for seeing that work is done efficiently, on schedule and according to established policies and procedures. Employees in this class receive supervision from higher lever personnel and exercise independent judgment in making decisions within the scope of their specific assignment. After the assignment is received, the foreman outlines the work to the crew, assigns specific tasks to each crew member and then participates in and supervises the work. As it is the responsibility of the foreman to make certain the work is performed properly, the Labor Foreman checks work in process and upon completion.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises and participates in the installation, construction, maintenance, cleaning and repair of street, water drainage, and sewage systems;
- Supervises and participates in snow and ice removal activities;
- Supervises and participates in various grounds keeping tasks such as grass cutting, raking, cutting brush, trimming trees, and removal of debris;
- Supervises and may participate in all maintenance and minor operational activities at the reservoir, including grass cutting, raking, snow removal, fence repair, minor painting, cleaning of reservoir basins and other labor jobs;
- Supervises and may participate in the loading or unloading of material and equipment;
- Supervises the collection and removal of garbage;
- Supervises and participates in the building and repair of curbs, sidewalks, culverts and retaining walls
- Supervises and may participate in building cleaning and maintenance tasks;
- Keeps simple records on work preformed and on employee time;
- Supervises the erection and repair of city street signs and markings;
- Performs related work as required.

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

- Good knowledge of the practices, methods, tools and terminology used in the street, sewer and water and grounds keeping construction, maintenance, cleaning and repair;
- Ability to supervise the work of others;
- Ability to understand and follow oral and written reports;
- Ability to keep simple records;
- Ability to get along well with others;
- Skill in the operation of manual and power hand tools;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

**MINIMUM QUALIFICATIONS:**

Three (3) years of satisfactory full-time paid experience (or its part-time equivalent) in general labor or construction work or building or grounds maintenance

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Issued: Unknown