



CITY OF ALBANY  
HUMAN RESOURCES  
CITY HALL, ROOM 301  
ALBANY, NEW YORK 12207  
Telephone (518) 434-5049

KATHY M. SHEEHAN  
MAYOR

ANN GIARD-CHASE  
DIRECTOR OF HUMAN RESOURCES

**PLEASE POST CONSPICUOUSLY**  
December 19, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Environmental Engineer Technician**  
**Department of General Services**  
**Landfill**

The **Department of General Services- Landfill** has one (1) vacancy for the position of **Environmental Engineer Technician** at a rate of **\$36,131/year @ 37.5 hours/week (2019 rate)**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov**.

**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 UNTIL FILLED**  
**An Equal Opportunity /Affirmative Action Employer**

**ENVIRONMENTAL ENGINEERING TECHNICIAN**  
**(Landfill)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, the incumbent performs technical office and fieldwork on a variety of environmental engineering and public works projects. Responsibilities include fieldwork, survey, compliance monitoring, compiling facility data, performing computations, data entry, and assessment for Department of General Services Facilities. Performs systems monitoring and evaluation in comparison to industry or regulatory standards. In addition, an employee in this class inspects system operation and construction to determine conformity with system operations plans specifications, industry standards or permit applications.

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

- Performs routine system surveys, compliance monitoring, system expansions for landfill gas, leachate collection and storm water management systems;
- Inspects landfill gas, leachate collection and storm water construction projects to assure project materials, construction practices and equipment operation is correct for the project, in accordance with the specifications and plans or operations plans or industry standards;
- Obtains and receives, compiles, calculates and files system data and information regarding landfill gas collection system, leachate collection system, storm water system, or projects including written and oral reports of inspections, data collection and compliance monitoring;
- Obtains data, checks the source and validity, adjusts system as required to maintain optimal system operation and permit compliance;
- Provides supervision and direction to employees in the repair and development of landfill gas, leachate and storm water collection systems;
- Conducts confined space entries to assess system function;
- Provides contactor oversight as required;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of field gas collection, pipe fusion, storm water management systems;
- Good knowledge of survey equipment operation, solid waste management systems;
- Good knowledge of personal computers and office equipment;
- Ability to read maps and plans;
- Ability to perform mathematical computations;
- Ability to carry out complex oral and written instructions;

- Ability to communicate effectively with the public;
- Ability to establish and maintain a working relationship with co-workers and the community at large;
- Good mechanical aptitude;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree (or higher) in Engineering Science, Environmental Engineering Technology, Civil Engineering Technology, Business, Ecology, Environmental Science or related field and one (1) year experience involving environmental or sanitary field work; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a general laborer on construction projects, of which four (4) months must be working directly with landfill gas projects; **OR**
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SUBSTITUTION:**

- 1) Successful completion of sixty (60) credit hours in the above degree fields may be substituted for an Associate's degree.
- 2) A Certificate issued by SWANA (Solid Waste Association North America) in Landfill Gas Management may be substituted for one (1) year of experience.

**NOTE:**

- 1) Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.
- 2) A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

**SPECIAL NOTE:** Incumbent must obtain a Confined Space Entry Certificate and Hazardous Waste Operations/Emergency Response (40-hour HAZWOPER) Certificate within 6 months of appointment and must maintain certificates for the duration of employment. Incumbent must obtain NYS Weightmaster License within one year of appointment and must maintain certificate for the duration of employment.