



Kathy M. Sheehan  
Mayor

**Director of Human Resources**  
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## Notice of Job Opening

**Position:**

Laborer I

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

Unit of hire will be **Lots Crew**, however, upon acceptance of the position, you may be permanently or temporarily assigned to other units as operationally needed, in accordance with the relevant collective bargaining agreement.

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

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:**

Department of General Services

**Number of Vacancies to be filled:**

2

**Rate of Pay:**

\$14.28/hour @ 40 hours/week

**Schedule:**

Monday – Friday: 7:00 am to 3:00 pm

**Application Deadline:**

**11:59 pm on Wednesday, November 3, 2021**

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

**Union Preference:**

YES

Applicants who are current members of the Albany Blue Collar Workers Union Local 1961/AFSCME NY Council 66 will be given preference over external candidates, unless the position is considered entry-level.

**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 Wednesday, October 20, 2021.**

## **LABORER I**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of routine, unskilled manual labor, either indoors or outdoors, in a group or alone. It requires heavy lifting, physical endurance and a willingness and ability to perform physically demanding tasks. The work involves the use of manual tools on routine tasks and occasional use of small power tools on assignments. Work is usually performed under the general direction of a supervisor although the incumbent may be assigned repetitive or recurring simple tasks away from the view of a supervisory employee and is expected to accomplish the task as directed. Upon completion of the assigned task, the incumbent is to report to a supervisor for further directives. This position assists in the installation, construction, maintenance, repair and cleaning of parks, streets, sidewalks, curbs, and water, drainage, sewage systems and facilities. This work includes janitorial duties, digging and backfilling trenches and excavations with pick and shovel, patching holes with asphalt, sealing cracks, lifting and carrying 50-pound bags of concrete, lifting and loading pieces of broken concrete slabs and placing them into a wheel barrow or bucket loader.

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

- Tamps and shovels asphalt;
- Loads and unloads trucks with various objects including; waste material, dirt and debris, mulch, trees and shrubs, lawn mowers, snow blowers and other equipment;
- Shovels, plows and removes snow and participates in all types of snow and ice removal from streets, sidewalks, bridges, driveways and parking lots/garages;
- Distributes sand and salt as directed;
- Walks alongside moving trucks and dumps garbage containers into truck;
- Patrols, inspects and acts as watchman at City/agency run facilities including reservoirs, parks and buildings, on foot or in a vehicle;
- Cuts grass, mows steep hills with hand mower trims shrubs, rakes leaves, cuts brush, removes debris, plants, weeds, spades fertilizes, aerates, topdresses and otherwise maintains flowers beds in city/agency run parks, recreation areas and reservoirs;
- Operates light trucks and tractors, transports personnel and equipment;
- Assists in the installation and maintenance of traffic signs and markings;
- Performs a variety of heavy cleaning work including but not limited to: washing and cleaning walls, windows, floors, bathrooms, vehicles and equipment;
- Adds sand, stone and cement to mixing machines;
- Aids in assembling and dismantling of temporary stands for spectator events and cleans spectator area after the event;
- Performs unskilled painting and paint preparation work;
- Uses hand tools such as: mops, brooms, shovels, picks, rakes, scythes, grass whips and weed eaters;
- May operate power tools such as: compressor, jack hammer, pumps, lawn tractors sweepers, screw guns and mowers in performance of duties;

- Assists in re-sodding of green space areas and grading of areas in preparation for seeding;
- Assists in installing and maintaining seasonal snow fences, ropes, flower pots and signs;
- Rakes, chinks, and/or paints lines on fields and makes ready for play;
- Operates portable water pumps to water flowers;
- Performs related work as required.

***Also, when employed at the Albany Parking Authority:***

- May be required to assist at events including but not limited to collecting payment from customer and operating entry and exit systems.

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

- Ability to learn the practices, tools, and terminology used in parks, streets, sewer and water systems and parking lots/garages;
- Ability to follow simple oral instructions in installation, construction, maintenance and repair;
- Ability to get along with others;
- Ability to perform a variety of heavy manual tasks;
- Ability to learn how to operate manual and power tools;
- Ability to lift a minimum of fifty (50) pounds;
- Ability to work on ladders/lifts;
- Willingness to perform routine manual work; willingness to work outside in all types of weather and under all conditions;
- Physical endurance;
- Sobriety, dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

None

Revised: 1955

04/28/21

1/31/96

10/2000

NYS CSC 3/24/03

9/29/10

1/6/16

9/30/19