

## Notice of Job Opening

**Position:**

Laborer II

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

\*PLEASE NOTE that this position's civil service jurisdictional classification is labor.

\*\* 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.

**“The City will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.** Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article 23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

**Department:**

Police

**Number of Vacancies to be filled:**

1

**Rate of Pay:**

\$18.90/hour @ 40 hours/week

**Schedule:**

7:30am-3:30pm

**Application Deadline:**

**11:59 pm on Monday, May 23, 2022**

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



Kathy M. Sheehan  
Mayor

Tolani Elumade, MPA, MPS  
Office of Human Resources

Albany City Hall  
24 Eagle Street, Rm 301  
(p) 518-434-5049  
(f) 518-434-5269

**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 Monday, May 9, 2022.**

## **LABORER II**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of moderately skilled manual labor and the use of power tools, indoors and outdoors, in a group and alone. It requires heavy lifting, physical endurance and the ability to perform physically demanding tasks. Work is usually performed under the general direction of a supervisor although the incumbent may be assigned to complete recurring tasks without supervision and is expected to accomplish tasks as directed. Upon completion of assigned tasks, the incumbent is to report to a supervisor for further directives. Supervision may be exercised over small groups of employees performing manual tasks while the incumbent participates in the work performed. This position involves the assistance in the installation, construction, maintenance and repair of streets, water, drainage and sewer systems. This work includes digging and backfilling trenches and excavations with pick and shovel, patching holes with asphalt, adding sand, stone and cement to mixing machines, sealing cracks, lifting and carrying 50-pound bags of concrete, lifting and loading pieces of broken concrete slabs weighing from 10 to 75 pounds and placing them into a wheel barrow or bucket loader.

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

- Cuts brush, mows grass, cleans parks, erects snow fences, cleans facilities;
- Assembles and dismantles temporary stands for spectator events and cleans spectator area after the event;
- Does routine gardening work, preservation and maintenance of parks, playgrounds parking lots/garages and recreational areas;
- Rakes, chalks, and/or paints lines on fields;
- Operates portable water pumps to water flowers;
- Operates light trucks and tractors, transports personnel and equipment;
- Operates common park maintenance equipment, including chain saws, compressors and pumps, cement mixer, simple pieces of hydraulic equipment;
- Handles inventory and is charge of the store-room facilities;
- Operates a chipper to clear brush and wood;
- Does rough carpentry and masonry work, unskilled painting and paint preparation work;
- Assists in the installation, construction, maintenance, repair, cleaning and/or removal of parking lots/garages park and playground equipment;
- Loads and unload trucks with various material;
- Participates in shoveling, plowing and all types of snow and ice removal from streets, sidewalks, bridges, driveways, and parking lots/garages, spreads sand and salt as required;
- Walks alongside moving trucks and dumps garbage containers into truck;

- 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;
- May paint lines on streets;
- May supervise a small crew of employees performing a variety of Laborer's work;
- Performs related work as required.

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

- Performs maintenance and repairs to vehicles and equipment including but not limited to fluid changes, brake service, water pumps, radiators, tire repair, tire rotations, minor body work, alternators, small engine repairs, tune ups and minor diagnostics;
- Performs minor electrical and plumbing repairs;
- 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:**

- Knowledge of standard tools and practices used in general laboring, street, sidewalk, park and water system maintenance and repair;
- Ability to fill out simple forms and reports electronically;
- Ability to read and write;
- Ability to supervise a small group of laborers;
- Able to perform a wide variety of complex manual tasks;
- Ability to get along with others and follow oral and written instructions;
- Willingness to work outside in all types of weather and under all conditions;
- Physical endurance, sobriety, dependability;
- Ability to lift a minimum of fifty (50) pounds;
- Ability to work from ladders/lifts;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One year of experience in general laboring work.

**SPECIAL REQUIREMENT**

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

Revised: 1/29/97  
10/00  
2001  
NYS CSC 3/24/03  
3/25/15  
1/6/16  
9/30/19