

Notice of Job Opening

Position: Labor Supervisor - Concrete

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

*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: 1

Rate of Pay: \$26,78 hourly

Schedule: 40 hours/week

Application Deadline: **11:59 pm on December, December 31, 2022**

All applicants must submit an application online via 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 Friday, November 4, 2022

LABOR SUPERVISOR – Concrete

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work involving the direction of large groups of labor foremen, sub-foremen and laborers engaged in routine manual tasks of street cleaning, repair and maintenance and related projects of a public works nature. The work is of a routine nature involving the performance of duties within defined areas of responsibility for programs and activities of the department to which assigned. Incumbents in this class receive general supervision from an administrative superior with latitude allowed for the exercise of independent judgment in the performance of their tasks. Direct supervision is exercised over subordinate supervisors of crews engaged in semi-skilled or unskilled laboring work. Specific instructions are generally received only on projects of a special or emergency nature. Occasional review of work is done by discussion or field visits from an administrative superior.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, supervises and inspects all work involved in the maintenance of all sewer mains and appurtenances;
- Repairs and rebuilds sewer lines, manholes, etc.;
- Repairs and replaces pavements and sidewalks;
- Supervises and inspects the work of several crews engaged in street maintenance, snow removal, snow fence erection, sidewalk repair, pest control, lawn and grass repair, etc.;
- Assigns personnel and equipment to various crews for the most economical and efficient performances of tasks;
- Reviews and approves employee time records, making alterations or changes as necessary;
- Supervises use of smaller landfill areas to ensure compliance with rules and regulations;
- Submits recommendations on equipment needs and public work projects;
- Prepares reports on routine operations and special projects;
- Supervises all work involved in performance of duties assigned under special projects or programs of duties assigned under special projects or programs of a department;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, methods, tools and terminology commonly used in street, sewer and water and grounds keeping construction, maintenance, cleaning and repair;
- Good knowledge of the timekeeping and report writing of the department to which assigned;
- Ability to lay out, direct and supervise the work of a number of crews performing street or sewer maintenance functions and to obtain required results;
- Ability to instruct subordinate employees in departmental practices and to enforce policies;
- Ability to understand and effectively carry out written and oral instructions;
- Ability to undertake special projects and assignments in an efficient and effective manner;
- Ability to read and write;

- Willingness to work outside in all types of weather and conditions;
- Dependability;
- Willingness to respond to emergencies;
- Good judgment;
- Initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Five (5) years of satisfactory fulltime paid experience in general labor or construction work, buildings and grounds maintenance or sewer repair and maintenance, three (3) years of which must have been in a supervisory or managerial capacity

Special skills or qualifications needed and other comments:

Five (5) years of satisfactory fulltime paid experience in general labor or construction work, buildings and grounds maintenance or sewer repair and maintenance, three (3) years of which must have been in a supervisory or managerial capacity

SPECIAL REQUIREMENT:

Eligibility and possession of a CDL class B license without air brake restrictions issued by the New York State Department of Motor Vehicles within six (6) months of appointment and for the duration of employment.

Revised: 1955
12/19/84
5/26/04
9/23/14
9/29/15
4/28/22