

PLEASE POST CONSPICUOUSLY

January 22, 2010

TO: All Department of General Services Divisions
All Water Department Divisions
Department of Youth & Recreation Services
Mayor's Office

SUBJECT: Notice of Job Opening –

Laborer II – (PROMOTIONAL)*
Department of General Services
Central Garage

The **Department of General Services – Central Garage** has one (1) vacancy for the position of **Laborer II (Promotional)** at a rate of **\$15.18/hour @ 40 hours/week**. The schedule for this position is as follows:

Monday - Friday: 7:00 a.m. to 3:00 p.m.

Applicants must meet the requirements as outlined in the attached job description. This is a non-competitive class Civil Service position.

Anyone who is interested in applying for this position should **hand deliver** an application to Chief Labor Supervisor Tom Kelley, Department of General Services, One Conners Boulevard, Albany, NY 12204 to be received no later than **Monday, February 8, 2010**.

***APPLICANTS MUST BE A MEMBER OF THE ALBANY BLUE COLLAR WORKERS UNION LOCAL 1961 AND AFSCME NY COUNCIL 66 IN ORDER TO APPLY FOR THIS POSITION.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
MONDAY, FEBRUARY 8, 2010

An Equal Opportunity/Affirmative Action Employer

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 athletic 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 and recreational areas;
- Rakes, chalks, and/or paints lines on baseball, softball and/or soccer 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 park and playground equipment;
- Loads and unload trucks with various material;
- Participates in shoveling and all types of snow and ice removal from streets, sidewalks, bridges, driveways, and parking lots, spreads sand and salt as required;
- Walks alongside moving trucks and dumps garbage containers into truck;

See Reverse Side

- 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 supervise a small crew of employees performing a variety of Laborer's work.
- Performs related work as required.

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;
- 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;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Ability to read and write;

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
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NYS CSC 3/24/03