



GERALD D. JENNINGS
MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
(518) 434-5284

PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

February 6, 2012

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Reservoir Patrol Guard (Part-time: 2 Vacancies)
Department of Water & Water Supply

The **Department of Water & Water Supply** has two (2) vacancies for the position of **Reservoir Patrol Guard (Part-time)** at the rate of **\$12.74/hour @ 16 hours/week**. The schedule for this position is as follows:

To be determined by Supervisor

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 job should forward a resume AND application to City of Albany, Department of Administrative Services, City Hall Room 301, Albany, New York 12207 to be received no later than **Wednesday, February 22, 2012**.

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
WEDNESDAY, FEBRUARY 22, 2012

An Equal Opportunity/Affirmative Action Employer

RESERVOIR PATROL GUARD

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class patrols the area surrounding a reservoir. This is routine work involving responsibility for patrolling and inspecting the grounds around a reservoir, either on foot or in a vehicle, in order to safeguard the property. Work is performed in accordance with established procedures under the general supervision of a higher level employee who handles any unusual problems that are encountered. Supervision is not a responsibility of employees in this class. This position differs from that of Watchman in that the patrol work is normally performed with use of a motor vehicle.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Patrols and inspects the grounds around a reservoir often using a motor vehicle in order to prevent property damage;
- Enforces regulations pertaining to trespassing and fishing;
- Investigates unusual conditions or disturbances occurring around a reservoir;
- May perform various groundskeeping or laboring tasks such as cutting grass and brush, raking leaves, plowing snow, painting, repairing fences, grounds clean up and related tasks;
- May pick up supplies;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to think and act quickly in emergencies;
- Ability to carry out and follow oral and written directions;
- Ability to deal tactfully with the public;
- Good vision and hearing;
- Sobriety;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

SPECIAL NOTE: 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.

Able to pass the New York State Department of Licensing Security Guard Course and to receive the appropriate Certificate within six months of hire.

A candidate for employment must successfully pass a complete background check including fingerprint processing.

Revised: 4/16/80

9/17/80