



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

THIS IS AN AMENDED POSTING

January 23, 2012

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Summer Inspector
Department of General Services
Engineering Division

The **Department of General Services – Engineering Division** has two (2) vacancies for the position of **Summer Inspector** at a rate of **\$13.26/hour @ 37.5 hours/week**. The schedule for this position is as follows:

May 2012 – September 2012

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, Office of Administrative Services, City Hall, Room 301, Albany, New York 12207 to be received no later than **Wednesday, February 22, 2012**.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
WEDNESDAY, FEBRUARY 22, 2012

An Equal Opportunity/Affirmative Action Employer

SUMMER INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical but usually routine work requiring application of preliminary engineering skills and following prescribed methods and procedures in connection with field and office engineering work. Employees may be assigned to work in drafting and construction inspection, or similar fields. Specific work assignments are usually accompanied by detailed written or oral instructions, and work is performed under close supervision. Employees have increasing responsibility and greater opportunity to use independent judgment and engineering skills as experience is gained.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs quality control of installation of concrete and curbs for sidewalk construction and asphaltic concrete for street construction;
- Verifies materials testing, e.g., concrete slump test;
- Verifies material quantities with contractor;
- Computes material quantities and input data into computer files;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Knowledge of mathematics through trigonometry;
- Good knowledge of general construction specifications and blueprints;
- Thorough knowledge and skills in use of the engineering measuring scales;
- Ability to prepare and trace drawings of a simple engineering nature with neatness and accuracy;
- Ability to engage in continuous, active field work requiring physical stamina;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year experience of civil or mechanical engineering at the college level from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees.