



Our Future Starts
With *you!*

POSITION: Clerk of the Works (HELPS)

DEPARTMENT: Albany County Department of General Services

SALARY: \$65,000-\$70,000

WORK HOURS: 35 Hours per week, M-F

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

Incumbents of this position perform technical work involving the inspection of buildings and structures under construction or renovation by private contractors for a municipality or school district. The employee acts as the resident inspector of buildings being constructed, altered or repaired by outside contract forces. Work emphasis is upon gaining compliance with legal requirements and prescribed specifications. Employees ordinarily work alone and are expected to make independent decisions requiring technical discretion and judgment. Supervision is exercised over building construction projects and related personnel. Work is subject to review by professional engineering personnel, through oral and written reports and by inspection. Does related work as required.

MINIMUM QUALIFICATIONS: *EITHER:*

- A. Graduation from an accredited college or university with at least an Associate's Degree in an Engineering Technology or a closely related field and three (3) years of experience in building construction work, building repair or building mechanical maintenance work, two (2) years of which shall have been in a supervisory capacity; *OR,*
- B. Graduation from High School or possession of a high school equivalency diploma and five (5) years of experience in building construction work, building repair or building mechanical maintenance work, two (2) years of which shall have been in a supervisory capacity.

POINT OF CONTACT FOR INQUIRIES:

Scott.allardice@albanycountyny.gov

Please submit a copy of your resume with this application.

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

