



ALBANY HOUSING
AUTHORITY

POSTING ANNOUNCEMENT
EXPIRES UNTIL FILLED

ASSISTANT SUPERINTENDENT OF CONSTRUCTION

DISTINGUISHING FEATURES OF THE CLASS:

The work of the position involves assisting superiors in the inspection and review of a wide variety of building construction and/or rehabilitation projects, or inspection of parts of these projects on an assigned basis. Incumbents in this class are responsible for the on-site inspecting of materials, workmanship and adherence to plans, specifications and other standards required under specified funding source acquired by the Albany Housing Authority. Normally, they are assigned to inspect parts of building construction and/or rehabilitation work restricted to a particular trade or craft, but may serve as an overall assistant to a Senior Superintendent of Construction. When assigned to less complex projects the incumbent is the inspector in charge of all construction. Direct supervision by the Senior Superintendent is normally involved, but in cases where the incumbent is in charge of all construction, leeway is allowed for the use of independent judgment in carrying out the duties of this position. Supervision over lower ranking employees is not a regular responsibility of the position.

EXAMPLES OF WORK: (Illustrative only)

- Assists with the inspection of all completed, or in progress, rehabilitation or new construction work to insure the adherence to contract documents, workmanship and quality standards on a daily basis;
- Aides in the coordination between contractors on the job to insure that work progresses on schedule;
- Prepares periodic reports of construction in progress and problems encountered;
- Assists with final inspections and in preparing final reports upon which construction payments are based;
- Attends monthly meetings, bid openings and pre-construction meetings at which acceptable storage areas and access points are established;
- Becomes familiar with and reviews all construction or rehabilitation documents prior to commencement of construction or rehabilitation projects, or before assuming the inspection work over specific phases of a project;
- Assists with the preparation of the daily, weekly and monthly progress reports required by HUD regulations or the Housing Authority;
- Ensures the safety and proper living conditions for tenants in occupied projects which may be under rehabilitation;
- Assists in overseeing the installation of appliances purchased by the Housing Authority;
- Maintains records on materials used, human resources utilized, adherence to safety precautions and work completed by contractors, as required by superiors.
- Enters and retrieves information in an automated information system;
- Perform related work as required

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building construction and renovation practices, methods and materials; good knowledge of field construction inspection techniques and procedures; working knowledge of the building trades including electrical installation, plumbing installation, carpentry and masonry work; working knowledge of HUD regulations and guidelines for the construction, rehabilitation and repair of Federally and/or State sponsored public housing; ability to inspect the work of others and to solve minor problems; ability to establish and maintain cooperative relations with contractors, technical experts and others; ability to read and interpret blueprints, manuals and related construction documents; ability to express ideas and desires clearly in oral and written form; initiative; tact and courtesy; good judgment; physical commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the Board of Regents to issue degrees with a Bachelor's Degree in Building Construction, Architecture, Civil Engineering or a closely related field and one (1) year of field experience as a building construction superintendent, foreperson, contractor, inspector, engineer or architect; **or**
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of field experience as described in (A) above; **or**
- (C) An equivalent combination of training and experience as described by the limits of (A) and (B) above.

Note:

Education may be substituted on a year-for-year basis up to a maximum of four (4) years with 30 credit hours in Building Construction, Civil Engineering, Construction Technology or Architecture equivalent to one year of non-supervisory experience. Submission of a college transcript is necessary for substitution for experience required.

SPECIAL REQUIREMENT:

Eligibility for an appropriate class driver's license issued by the New York State Department of Motor Vehicles. Possession of a **VALID** driver's license required at time of appointment. Vehicle may be necessary.

GRADE: 10A

SALARY: \$42,643

(Salary based on hourly rate of \$20.50)

APPLICANTS MUST MEET THE REQUIREMENTS AS OUTLINED ABOVE. THIS POSITION IS A COMPETITIVE CLASS CIVIL SERVICE POSITION (RESIDENCY REQUIREMENTS ARE BELOW) THAT MAY BE FILLED ON A PROVISIONAL BASIS PENDING THE OUTCOME OF THE CIVIL SERVICE EXAMINATION.

*Applicants for competitive examination must be a **legal resident** on the date of the examination and must have been a legal resident of the CITY OF ALBANY for at least thirty (30) days immediately preceding the date of such examination, unless otherwise mandated by law. This residence requirement may be suspended or reduced by the commission in cases where recruitment difficulties make such requirement disadvantageous to the public interest.*

Interested candidates should submit applications directly to:

Personnel Department
Albany Housing Authority
200 S. Pearl Street
Albany, New York 12202
www.albanyhousing.org

EQUAL OPPORTUNITY EMPLOYER