

The Schenectady Municipal Housing Authority

Excellent Career Opportunity

ASSISTANT MODERNIZATION PROGRAM COORDINATOR

The Schenectady Municipal Housing Authority is seeking to hire a full-time (40 hours) Assistant Modernization Program Coordinator. This position involves responsibility for assisting in the implementation of plans and specifications related to the Schenectady Municipal Housing Authority's modernization and housing programs. The work is performed under the direct supervision of the Modernization Program Coordinator and the general supervision of the Executive Director. Job duties include the following:

- Supervises field construction activities related to modernization activities.
- Assists in planning and inspection of all activities in connection with the implementation of modernization plans and specifications.
- Prepares required forms, notices, and correspondence relating to the work assigned.
- Maintains records of all activities and quantities (when appropriate) relating to the assigned work.
- Assists tenants with questions concerning construction activities and relays to supervisor problems as necessary.
- Inspects buildings, units and structures under modernization or construction in order to ascertain that plans and specifications are being followed and adhered to.
- Reports violations or inconsistencies with the pertinent plans and specs.
- Reviews all proposed or suggested plan alterations and change orders with the Modernization Program Coordinator.
- Maintains schedules of work progress and reasons for delays in construction.
- Keeps field notes and daily log of all work done and equipment used by contractor.
- Assists in the preparation of project specifications.
- Observes and records all laboratory tests required by the specification or contract.
- Maintains files of correspondence, job conference reports, shop drawings, contract documents, change orders, daily log, and related documents and records.
- Conducts physical needs assessments of properties for inclusion of 5 Year Plan on an annual basis. This includes roofs and crawl spaces.
- Drives to sites to conduct construction related activities.
- Reviews concept drawings and project manual prior to placing out to bid. Write a list of comments.
- Attends and participates in architect / engineer progress meetings and punch-list inspections.
- Conduct employee interviews of the construction workers to obtain information needed to verify that correct wage rates are being paid on the construction project.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's degree in Engineering, Construction Technology or a related field and two years of experience in building construction activities involving the review and interpretation of architectural and/or building plans, sketches, and blueprints; OR
- B. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Engineering, Architecture, Construction Technology, or a related field and four years of experience as defined in (A) above; OR
- C. Possession of a high school diploma or its equivalent and six years of experience as defined in (A) above; OR
- D. An equivalent of training and experience as defined by the limits of (A), (B), and (C) above.

Compensation and Benefits: Starting salary is \$70,000 per year. Full benefit package including health insurance, paid leave, and participation in the New York State and Local Retirement System.

Civil Service Requirements: This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

Pre-employment and Random Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: Friday, July 15, 2022

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer