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Mayor

Office of Human Resources  
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## **Notice of Job Opening**

**Position:** Buildings Alterations Coordinator

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE that this position's civil service jurisdictional classification is non-competitive.

**Department:** Department of General Services

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$67,091/year

**Schedule:** 40 hours/week

**Application Deadline:** 11:59 pm on Friday, April 23, 2021

All applicants must submit an application online via [jobs.albanyny.gov](http://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Friday, March 26, 2021.**

**BUILDING ALTERATIONS COORDINATOR**  
(Department of General Services)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for coordinating and supervising the renovation and alteration of City buildings to accommodate adaptive re-use of City buildings for new agencies and uses. Work is performed under the general supervision of the Commissioner with discretion allowed for use of independent judgment in carrying out the duties of the position. Coordination and supervision is exercised over the work of carpenters, plumbers, painters and electricians.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Receives requests from City department heads and agency heads for building renovations or alterations in order to accommodate physical changes needed as a result of relocations, consolidation, reorganization or facility upgrading;
- Evaluates requests in terms of appropriateness and feasibility;
- Confers with the Commissioner on proposals submitted in order to prioritize and schedule building alterations and renovations;
- Conducts periodic inspections of City-owned buildings and then plans a preventative maintenance program;
- Prepares requisitions for materials and supplies required for building alterations and maintains inventory of the material;
- Reviews vouchers from City vendors for building materials and checks for accuracy and appropriateness;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of the practices, tools and equipment used in carpentry, painting, plumbing and electrical work;
- Working knowledge of minor building renovation practices;
- Working knowledge of appropriate plumbing and electrical code regulations;
- Working knowledge of applicable fire and safety codes, regulations and standards;
- Good mechanical aptitude;
- Ability to make standard arithmetic computations to size and locate various details of the work;
- Ability to maintain reports and records;
- Ability to maintain an inventory of supplies;
- Ability to plan and schedule work;
- Ability to establish building maintenance schedules;

- Ability to train and supervise others;
- Good judgment;
- Dependability;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree (or higher) in engineering, architecture, landscape architecture, construction technology, architectural technology, or related field and three (3) years of satisfactory full-time paid experience in building maintenance, alterations and/or renovations, one (1) year of which shall have been in a supervisory capacity; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of satisfactory \*full-time paid experience in building maintenance, alterations and/or renovations, five (5) years of which shall have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL NOTE:**

\*College study, at an accredited college or university, in engineering, architecture, landscape architecture, construction technology, or architectural technology may be substituted on a year-for-year basis for up to two years of the general experience.

**NOTE:**

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights.