ABANDONED BUILDINGS REHABILITATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance in assessing the rehabilitation needs of abandoned buildings within the City of Albany. Work assignments are received from an administrative superior and work is performed within an established system and procedure. Work is reviewed through analysis of case activity or through discussions of problems encountered. General supervision is exercised over Rehabilitation Specialists.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assesses rehabilitation needs for abandoned buildings;
- Develops/solicits Request-for-Proposal packets;
- Attends abandoned building meetings;
- Conducts block surveys and on-site inspections of work in-progress, issuance of progress payment to contractor based on evaluation of amount, and quality of work completed;
- Maintains computerized cases files;
- Prepares papers and reports pertaining to work write-ups, cost estimates, maintenance records, and other information required by the Agency for review and completion of the project;
- 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 basic construction principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of computer software programs;
- Ability to accurately prepare and maintain construction reports;
- Ability to understand and follow detailed oral and written instructions;
- Ability to interpret and apply construction practices as applicable to Federal standards;
- Ability to work with a high degree of accuracy;
- Ability to work in conjunction with local architectural/engineering firms;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: SEE REVERSE SIDE
A. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regent to grant degrees with an Associate’s Degree in Construction Technology or related field and two (2) years of paid fulltime experience in the area of residential or commercial construction; OR

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid fulltime experience in the area of residential or commercial construction; OR

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL NOTE:** A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee’s vehicle for transportation.

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