

**ASSISTANT CHIEF OF CENTRAL MAINTENANCE**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision of the Director, the incumbent is responsible for assisting in the planning and supervision of a comprehensive building maintenance and repair program for the Albany Housing Authority. Critical areas included in the program are the physical plant, vacant apartment preparation, implementing a centralized work assignment process, inventory and control of maintenance materials and equipment, and public housing modernization pursuant to regulations promulgated by the Federal Department of Housing and Urban Development. The incumbent is responsible for the maintenance and effective operation of equipment in Housing Authority projects. The work involves the planning, establishment and usage of a preventative maintenance system and the overall responsibility for directing all maintenance and repair programs. Supervision is exercised directly over a large number of personnel involved in various maintenance programs.

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

- Plans, assigns and supervises an ongoing program of preventative maintenance and repair for approximately two thousand (2,000) public housing units of the Albany Housing Authority;
- Plans and supervises, directly or through subordinates, a variety of maintenance and custodial work in Housing Authority projects;
- Performs daily inspections of projects to observe results of work and compliance with directives;
- Performs periodic preventative maintenance checks and decides action to be taken for repairs or improvements;
- Advises and confers with Project Managers and Maintenance Foremen regarding maintenance and repair emergencies, programs, needs and remedies;
- Directs new programs of maintenance and repair, building cleaning and renovation for the Housing Authority;
- Assists in the compiling of the annual operation budget by estimating costs for maintenance and repair needs and equipment;
- Signs all official documents, payrolls, vouchers, purchase orders and related papers;
- Orders supplies and equipment;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Thorough knowledge of modern large-scale buildings and grounds maintenance, repair and cleaning practices and procedures;
- Thorough knowledge of the operation of heating and ventilating equipment;

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- Good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades;
- Good knowledge of federal, state and local rules and regulations relating to maintenance and repair functions in public housing;
- Good knowledge of personal computers and office equipment;
- Ability to plan and supervise the work of others on a moderately large scale;
- Ability to plan, assign and direct the work of subordinates in a manner conducive to full performance and high morale;
- Ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment;
- Ability to estimate cost, labor, time and materials and to keep accurate records;
- Ability to make and interpret records and reports pertaining to maintenance and operation;
- Mechanical aptitude;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Open-Competitive: Either:

- A. Graduation from high school or possession of a high school equivalency diploma with four (4) years fulltime paid experience or its part-time equivalent in building maintenance and repair, two (2) years of which shall have been in a supervisory capacity; **OR**
- B. Six (6) years of fulltime paid experience or its part-time equivalent in building maintenance and repair, three (3) years of which shall have been in a supervisory capacity; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Promotion: One (1) year of permanent competitive class status as a Maintenance Foreman and employed as a Maintenance Foreman with the Albany Housing Authority at the time of application and appointment.

**SPECIAL REQUIREMENT:** A valid NYS Driver’s License is required at the time of appointment and for the duration of employment. The terms of employment may require the use of an employee’s vehicle for transportation.

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