

ASSISTANT SUPERINTENDENT OF CONSTRUCTION
(Albany Housing Authority)

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 Modernization grants 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 the position. Supervision over lower ranking employees is not a regular responsibility of the position.

TYPICAL WORK ACTIVITIES: (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;
- Aids 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;
- Performs related work as required.

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FULL PERFORMANCE 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 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 condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- 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 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:

A valid NYS Driver's License and availability of private vehicle is required at the time of appointment and for the duration of employment.

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