

**FIELD CONSTRUCTION MONITOR I**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent assists superiors in the inspection and review of a wide variety of Albany Housing Authority 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 inspection of materials, workmanship and adherence to plans, specifications and other standards required under modernization grants acquired by the Albany Housing Authority. Typically the incumbent is assigned to inspect parts of building construction and/or rehabilitation work, but may serve as an assistant to the 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 of Construction is normally exercised; however, leeway is allowed for independent judgment in carrying out the duties of this position. Supervision others is not typical of this position.

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

- Assists with the inspection of all completed or in progress rehabilitation and/or new construction work to ensure the adherence to contract documents, workmanship and quality standards;
- Aids in the coordination between contractors on the job to ensure that work progresses on schedule;
- Assists in the preparation of periodic reports of construction in progress and problems encountered;
- Assists with final inspections and preparation of final reports upon which construction payments are based;
- May attend monthly meetings, bid openings and pre-construction meetings;
- Becomes familiar with and reviews all construction or rehabilitation documents prior to commencement of construction or rehabilitation projects, or before inspecting the work of specific phases of a project;
- Assists with the preparation of the daily, weekly and monthly progress reports required by Department of Housing and Urban Development (HUD), New York State or Albany Housing Authority regulations;
- 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 Albany Housing Authority;
- Maintains records on materials used, human resources utilized, and adherence to safety precautions and work completed by contractors, as required by superiors.
- 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 the building trades, including electrical and plumbing installation, carpentry and masonry work;
- Working knowledge of HUD and New York State regulations and guidelines for 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;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Building Construction or related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of fulltime paid field experience as a building construction superintendent, foreperson, contractor or inspector; **OR**
- C. Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

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