MODERNIZATION ASSISTANT

DISTINGUISHING FEATURES OF THIS CLASS: The incumbent is responsible for representing the Albany Housing Authority in the implementation of construction or housing redevelopment programs which are not contracted out under the modernization program of the Authority. The work is concerned with the hiring and supervision of trade labor directly for the Authority, inspection of the work progress of the labor force, scheduling of work assignments, maintenance of all related records and reports and the establishment of harmonious relations between tenants and the work force. Although the work of an incumbent in this class involves inspection work, inspection skills relating to determining soundness of structural and mechanical building components are not necessary. Inspection consists primarily of determining work progress and adherence to doing the work assigned. This position also involves planning and organization of an on-site landscaping and grounds maintenance program for the Housing Authority. The incumbent in this position is also expected to assist in writing and researching grant proposals for the Modernization program. Direct supervision is received from Modernization Coordinator with leeway allowed for the performance of the routine duties of this position. An employee in this class exercises no supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees the hiring of trade union labor for construction and redevelopment jobs directly carried on by the Albany Housing Authority;
- Supervises and maintains all records and reports relating to the work programs performed by labor hired through the trade unions;
- Inspects work to ensure progress is taking place and according to specifications and plans;
- Works with tenants to enhance their knowledge of construction work to foster good relations between tenants and the construction personnel;
- Designs landscaping proposals and plans and oversees the layout and implementation of the landscaping and related groundskeeping activities;
- Assists in the development of grant applications by providing input from research done and actual technical writing expertise;
- Participates in meetings with union officials, contractors, architects and Housing Authority management to learn of impending construction or renovation which enables the employee to anticipate nature of work, needs for unit, and its impact upon tenants;
- Assists in the development of plans, specifications and related construction documentation for implementation of modernization projects;
- Maintains records and reports related to modernization projects in progress and completed;
- Assists in the preparation of reports as required by HUD, the Housing Authority and other related Federal and/or State agencies;
- May assist in the preparation and review of contracts initiated through the modernization funding;
- 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 personal computers and office equipment;
- Working knowledge of the nature of construction and renovation jobs contracted by the Albany Housing Authority, inclusive of work to be done, time frames for completion, and sites of work;
- Working knowledge of the processes involved in application and administration of grant programs for modernization projects from Federal and/or State funding agencies;
- Working knowledge of landscaping techniques and practices;
- Working knowledge of building costs and budgeting of project funding;
- Ability to relate well with people; i.e., union officials, contractors, their workers, tenants and fellow employees;
- Ability to determine that work is being done in accordance with specifications and instructions;
- Ability to express ideas clearly and concisely in oral and written form;
- Ability to analyze needs and priorities;
- Ability to read and interpret complex written material such as rules, regulations and related laws;
- Ability to plan the work of others;
- Initiative;
- Integrity;
- 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 one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree in Architecture, Building Technology, Landscaping or a related field; **OR**

B. Two (2) years of fulltime paid experience as a building contractor or foreperson, which shall have included landscaping work; **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 and availability of private vehicle is required at the time of appointment and for the duration of employment.