MODERNIZATION INTERN

DISTINGUISHING FEATURES OF THE CLASS: This position performs a variety of tasks that are primarily responsible for aid and assistance in coordinating the work schedules of outside contractors and vendors as they pertain to rehabilitation and construction activities under Albany Housing Authority’s Modernization programs. The incumbent monitors the ongoing construction schedules of specialized outside contractors working at Albany Housing Authority development sites. The incumbent also observes and inspects the progress of the work to insure the work is completed according to the Modernization work plan. Duties are assigned under the direction of Albany Housing Authority’s Assistant Superintendent of Construction and/or the Senior Superintendent of Construction. Tasks may vary according to seasonal or daily weather conditions which may affect the outside contractors’ work or schedule.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Sets up schedules for appointments for access to apartment dwelling if occupied;
- Maintains records documenting completion and schedule of work activities by the outside contractor for the Modernization files;
- May be required to prepare reports on incidents or damages to properties of Albany Housing Authority or residents, by the outside contractor;
- Provides inspection reports upon completion of the work activities;
- Provides (by use of master keys) entry to storage, stairwells, fire safety areas and residential dwellings that are not occupied at time of work schedule;
- Completes a daily work sheet of the scheduled work completed by the contractor;
- Assures Modernization staff if work at the site is continuing or reports any significant delays;
- May provide instructional information to residents, managers and contractors on advance notice of cutoff of power, water or elevators (examples may change according to work activities of the outside contractor);
- May perform minor clean up when required for completion of work;
- May secure signatures from residents, when required, on their satisfaction of work;
- Performs related work as required.

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

- Ability to follow written and verbal instructions;
- Ability to read and write reports pertaining to observations of work activities;
- Ability to work and communicate with others with tact and courtesy;
- Ability to schedule appointments by telephone, using tact and good judgment;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE
MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL NOTE: The Modernization Intern is a temporary position assigned on an as-needed basis. The position wages are paid hourly for time worked and determined by the grant or project activity being funded under the Modernization Program. Each program is specific to the development where site work is required.

Valid NYS Driver’s License required at the time of appointment and while in the position.