

MODERNIZATION PROJECT MANAGER

(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Modernization Program Coordinator, the incumbent assists in the administration, evaluation and management of the Modernization Program.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements a system to monitor contractor compliance and paperwork;
- Interprets and instructs staff on contract specifications;
- Supervises the work of contractors and field construction monitors;
- Acts as liaison between the modernization coordinator, contractors and consulting architects and engineers; advising the modernization coordinator on all phases of construction;
- Monitors compliance with labor standards;
- Investigates complaints from tenants relative to the work being performed under the auspices of the modernization program;
- Attends job meetings with contractors;
- Inspects, prepares and reports about materials, work in progress and work completed to insure compliance with specifications and contracts;
- Assists in the preparation of reports as required by the Housing Authority;
- Maintain records and reports related to construction activities and construction administration phase paperwork for projects in progress and completed;
- Consults with tenant groups and Housing Authority personnel relative to construction aspects of projects as required;
- Assists in the procedures for contract bidding by providing work specifications, researching labor and material costs and providing costs estimates;
- Assists in the preparation of grant applications for funding by providing input on needs, priorities, costs and allocations;
- Develops and prepares plans, specifications and related construction documents for implementation of projects;
- Works with tenants to enhance their knowledge of construction work to foster good relations between tenants, contractors and/or architects;
- Participates in meetings with contractors, architects and Housing Authority management to learn of impending construction or renovation which enables the employee to anticipate the nature of the work and its impact; continues contact with these parties to ensure effective communication and problem resolution;
- Participates in selection process of A & E consultants and prepares RFP's for Architectural and Engineering Consulting Services;
- Enters and retrieves information in an automated information system;

- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of building design, construction and renovation practices and methods;
- Working knowledge of operation and maintenance of large-scale housing projects;
- Working knowledge of heating, electrical, plumbing and domestic water distribution systems of large-scale housing complexes;
- Working knowledge of the processes involved in administration of grant programs for projects from Federal, State, Local and other funding sources including labor standards;
- Working knowledge of HUD regulations and guidelines for the repair, renovation, and maintenance of federally-sponsored public housing;
- Working knowledge of the Department of HUD and State laws governing budgets, public bidding and construction contracts, plans and specifications;
- Working knowledge of HUD, State, and local construction codes;
- Working knowledge of building materials, their function and physical properties;
- Working knowledge of building costs and budgeting of project funding;
- Working knowledge of field construction, inspection techniques and procedures;
- Ability to plan and supervise the work of others, including training and performance evaluations;
- Ability to work within the budget limitations;
- Ability to express ideas clearly and concisely in oral and written form;
- Ability to analyze need and priorities;
- Ability to read and interpret complex written material;
- Ability to establish and maintain cooperative relationships with contractors, technical experts and others;
- Ability to develop work specifications and contract documents;
- Tact and courtesy;
- Good judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Engineering, Building Technology, Architecture, or a related field, **and** three (3) years of qualifying experience; **OR**

- B. Seven (7) years of full-time experience in the area of engineering or architecture of which three (3) must have included supervisory and administrative capacity in inspection of large scale building projects and construction phase administration; **OR**
- A. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Possession of a valid New York State Motor Vehicle Operator's License. Vehicle may be necessary

NOTE:

Current vacancy is grant-funded and may be temporary with an expected MINIMUM duration of two (2) years.