REHABILITATION & ENVIRONMENTAL SERVICES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is under the general supervision of the Director of Community Development in the Department of Development and Planning, Division of Housing and Community Development. The work involves performance of rehabilitation construction duties as related to the City’s Community Development Block Grant Housing Rehabilitation programs, and assessing the rehabilitation needs of vacant and abandoned buildings. The Deputy Director reviews work assignments and work is performed within an established system and procedure. Independent judgment is exercised in applying the construction procedures; this individual works with the Environmental Protection Agency focusing on environmental contamination and land use planning issues. Work includes the supervision of construction and rehabilitation personnel. Work is reviewed through analysis of reports, and through discussions or problems encountered. This position deals directly with the public and the regulatory community including federal, state and local agencies. Independent judgment is used in dealing with specific problems and in developing policies and practices that will affect the outcome of the project.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Develops/reviews/solicits bidding process for rehab projects/abandoned buildings;
- Assesses rehabilitation needs for rehab projects/abandoned buildings;
- Conducts block surveys and on-site inspections of work in-progress;
- Issues progress payment to contractor based on evaluation of amount, and quality of work completed;
- Reviews homeowner/applicant complaints;
- Uses computer programs and databases for required reports and statistics;
- Provides leadership, support and guidance for activities of working groups, including inventory and evaluation/prioritization of sites;
- Oversees the progress reports for submittal to EPA;
- Prepares community involvement plans which outline public outreach efforts related to environmental grants, including narrative, charts and maps;
- Enters and retrieves information in an automated information system;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- Good knowledge of environmental, urban and community planning;
- Good knowledge of basic construction principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of personal computers and office equipment;
- Ability to accurately prepare and maintain construction reports;
- Ability to interpret and apply construction practices as applicable to Federal standards;
- Ability to understand and follow detailed oral and written instructions;
- Ability to plan and supervise the work of personnel;
- Ability to establish and maintain effective working relationships with state and local agencies and the community;
- Strong oral and written communication skills;
- Ability to express ideas clearly and concisely;
- Resourcefulness;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree or higher in Construction Technology, or related field, and three (3) years full-time paid experience in the area of residential or commercial construction; **OR**

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Construction Technology, or related field and five (5) years full-time paid experience as described in (A) above; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience as described in (A) and (B) above; **OR**

D. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.