REHABILITATION CONSTRUCTION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of rehabilitation construction duties as related to the City’s Community Development Block Grant and Housing Rehabilitation programs. Work assignments are reviewed by an administrative superior and work is performed within an established system and procedure. Independent judgment is exercised in applying the construction procedures. Work includes the supervision of construction personnel. Work is reviewed through analysis of reports and through discussions or problems encountered. Work is performed under the general direction of the Commissioner.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews bidding process for rehab projects;
- Maintains contractor list;
- Prepares on-going training for staff;
- Reviews all progress payments;
- Maintains inspection schedule;
- Monitors Neighborhood Improvement Corporation’s Paint Program;
- Reviews homeowner complaints;
- 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 basic construction principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Ability to accurately prepare and maintain construction reports;
- Ability to understand and follow detailed oral and written instructions;
- Ability to interpret and apply construction practices as applicable to Federal standards;
- Ability to plan and supervise the work of personnel;
- Accuracy;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

SEE REVERSE
MINIMUM QUALIFICATIONS: Either:

A. 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 and three (3) years experience in the area of residential or commercial construction; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in the area of residential or commercial construction; **OR**

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