

**SENIOR SUPERINTENDENT OF CONSTRUCTION**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** This class is responsible for the on-site inspection and review of a wide variety of Albany Housing Authority building construction and/or rehabilitation projects to ensure adherence to plans, specifications and other applicable standards. The work includes inspection of materials and workmanship for contractual compliance, quality, safety and other appropriate industry standards and criteria. The incumbent coordinates the operations of a number of contractors to avoid unnecessary delays. Work is performed under general supervision with flexibility for the exercise of independent judgment in carrying out the duties of the position. Direct supervision is exercised over the work of Albany Housing Authority construction personnel, inspectors and private contractors.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Inspects all completed or in progress rehabilitation or new construction work to ensure the adherence to contract documents, workmanship and quality standards;
- May order work stopped or the removal of defective work;
- Coordinates the work of a number of contractors to avoid unnecessary delays and ensure adherence to quality, safety, workmanship and other standards;
- Prepares daily, periodic and final progress reports upon which contractors' payments are based;
- Prepares daily, weekly and monthly progress reports of on-site work required by the Albany Housing Authority and Department of Housing and Urban Development (HUD) regulations;
- Schedules and attends monthly contract meetings of the Albany Housing Authority, contractors and subcontractors;
- Participates in bid openings and pre-construction meetings;
- Maintains records on materials used, labor utilized, adherence to safety precautions for work in progress or completed by contractors;
- Ensures safety and proper living conditions for tenants in occupied projects which may be under rehabilitation;
- Reviews and becomes familiar with all construction or rehabilitation documents prior to commencement of construction or rehabilitation projects;
- Refers controversial construction inspection questions to superiors;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Thorough knowledge of building construction and renovation practices, methods and materials;
- Thorough knowledge of field construction inspection techniques and procedures;
- Thorough knowledge in the building trades including electrical and plumbing installation, carpentry and masonry work;
- Good knowledge of HUD regulations and guidelines for the construction, rehabilitation and repair of federally and/or state-sponsored public housing;
  
- Good knowledge of building construction costs and adherence to budgeted funding;
- Good knowledge of construction design and techniques;
- Good knowledge of personal computers and office equipment;
- Ability to inspect the work of others and to analyze and solve day-to-day problems;
- Ability to establish and maintain cooperative relations with contractors, technical experts and others;
- Ability to read and interpret blueprints, manuals and related construction documents;
- Ability to communicate clearly in oral and written form;
- Ability to supervise the work of others;
- Initiative;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER:**

Open Competitive:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in building construction, architecture, civil engineering or a closely related field and four (4) years of field experience as a building construction superintendent, foreman, contractor, inspector, engineer or architect; **OR**
  
- B. 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 building construction, architecture, civil engineering or a closely related field and six (6) years of field experience as a building construction superintendent, foreman, contractor, inspector, engineer or architect; **OR**
  
- C. Graduation from high school or possession of a high school equivalency diploma, eight (8) years of field experience as a building construction superintendent, foreman, contractor, inspector, engineer or architect; **OR**

D. Any equivalent combination of training and experience defined by the limits of A, B or C above.

**NOTE:** Education may be substituted on a year-for-year basis up to a maximum of four (4) years with 30 credit hours in building construction, civil engineering, construction technology or architecture, equivalent to one (1) year of non-supervisory experience. Education beyond the Bachelor's Degree level may be substituted on the same pro-rated basis up to a maximum of two (2) years of the required four (4) years of experience as listed in A above.

Submission of a college transcript is necessary for substitution for experience required.

**Promotional:**

Two (2) years of permanent competitive status as an Assistant Construction Superintendent with the Albany Housing Authority.

**SPECIAL NOTE:**

A valid NYS Driver's License is required at the time of appointment and for the duration of employment. Use of personal vehicle may be required.

Revised: 10/19/83  
7/31/02  
6/30/04