

VACANT APARTMENT PREPARATION (VAPC) FOREPERSON
(ALBANY HOUSING AUTHORITY)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position in the Albany Housing Authority (AHA) plans, directs and supervises employees assigned to the Vacant Apartment Preparation Crew (VPAC) for the purpose of repair and preparation of vacant apartment units for occupancy. The incumbent prioritizes, supervises and schedules skilled and semi-skilled maintenance titles in the assignment of work tasks for the renovation of vacant units. The incumbent reports directly to the Assistant Director of Maintenance; however, has considerable leeway in exercising judgment when performing the responsibilities of the position. The incumbent coordinates the allocation of work with the Rental Assistance Staff and, as a result, develops priorities in the work schedule to meet specific target dates for unit occupancy. The incumbent may at times perform specific skilled tasks to assure completion of work schedules on an as required basis.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans and schedules work crew's task assignments to meet specific dates for unit occupancy as defined and coordinated with Rental Assistance staff;
- Inspects to determine repairs, materials and workforce skill levels that are required to assure apartment preparation work will meet AHA's quality standards for occupancy;
- Conducts on-site inspections of units to verify the completion of work and may re-schedule skilled and semi-skilled titles for unit readiness;
- Plans, schedules and supervises work required for the total renovation of vacant units in a prompt and proper manner;
- Prepares reports on the crew's assignments both when completed and those in progress;
- Improves the coordination of communication between rental assistance staff for notice of move-in, development operations for managerial site inspections and maintenance for zone maintenance procedures;
- Provides as necessary realistic time lines for the completion of VAPC's specialized preparation of vacant units being made ready for occupancy;
- Supervises subordinate maintenance titles as they relate to work done by VAPC and may adjust task assignments of subordinates based on observation during inspection and monitoring of vacant apartment renovation assignments;
- During initial and final inspections, determines quality of VAPC work in conjunction with the site Development Manager and submits report to rental assistance program if vacant unit is ready for occupancy;
- Coordinates and monitors painting contractors or vendors providing services where needed within the repair of vacant units;
- Closely supervises the quality of work of the contractor and reports on performance, delays or changes to the original service contract in effect;
- Maintains reports of inspections and the quality of work performed by the contractor for future reference;
- Provides written documentation on work status and evaluations on workers assigned to VAPC as required;

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- Prepares time cards and payroll documents and secures approval for overtime as required on behalf of VAPC schedules and target dates on move-ins;
- Conducts on-site training of new assignees to VAPC and provides instruction on task completions;
- Monitors performance levels of crew members and continuously communicates expected standards in work quality;
- May provide written evaluation on crew members' performances on the job while conducting specific tasks;
- Prepares costing reports documenting individual labor, materials and contracting service cost for units completed during monthly schedules;
- Evaluates new products, services, equipment and materials by means of product testing at the job site and recommends specific products which may increase the productivity of VAPC;
- 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 maintenance practices and procedures in the preparation of vacant apartment unit in accordance with AHA's quality standards;
- Good knowledge of personal computers and office equipment;
- Working knowledge of costing procedures for materials and labor estimates;
- Working knowledge of contractual agreements governing overtime assignments;
- Skill in building maintenance, major appliance repairs, carpentry and familiarity with janitorial operations within the maintenance department;
- Ability to determine skills required for completion of specific maintenance tasks, in particular those assignments routine to a VAPC crew;
- Ability to communicate well, both in writing and providing verbal instructions to subordinates;
- Ability to interpret and prepare periodic reports;
- Ability to direct a workforce and to schedule timely completion of assignments;
- Ability to exercise good judgment while supervising;
- Ability to plan overtime assignments and maintain accurate payroll records during this process;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of fulltime paid experience in a responsible position in a housing related maintenance department.

SPECIAL NOTE: A valid NYS Driver's License and availability of private vehicle is required at the time of appointment and for the duration of employment.

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