PLEASE POST

NOTICE OF VACANCY
Buffalo Municipal Housing Authority

Assistant Superintendent of Maintenance
One (1) Provisional & One (1) Temporary Vacancy

Salary: $48,599- $55,396

All applicants must apply in writing and specifically detail all experience and qualifications related to the position (see attached job spec). City of Buffalo residency and possession of a current and valid NYS Driver are required. Submit resume and cover letter detailing qualifications to:

Buffalo Municipal Housing Authority
Human Resources Department
300 Perry Street
Buffalo, NY 14204
Attn: Theresa Spagna, SPHR
Deputy Executive Director for Personnel

Resumes must be received before the close of business on

Monday, October 17, 2016

TS
Attachment: Job Spec
Posted: October 3, 2016

ec: BMHA Departments
Management Offices
BMHA Website
cc: BMHA Board of Commissioners
Civil Service Administration
Tenant Council Presidents
Martha Mitchell Center

The BMHA is an equal opportunity employer.

SPECIFICATION **ASSISTANT SUPERINTENDENT OF MAINTENANCE** **6340**

DISTINGUISHING FEATURES OF THE CLASS

An incumbent to this position assists in the planning and directing of large-scale maintenance and repair activities. S/he assists in directing all such work in a major division of a city department/agency. Immediate supervision is received from the Building Superintendent, Housing Manager, or a designee; however, the incumbent has considerable latitude for the exercise of independent judgment in carrying out individual assignments. Supervision is exercised over Supervisory and Clerical personnel, skilled, semi-skilled and unskilled employees. Incumbents must be available to respond to emergencies.

TYPICAL WORK ACTIVITIES

Participates in planning and directing necessary maintenance and repair work in areas of all trades including but not limited to carpentry, plumbing, electrical, concrete, glazing, painting, plaster/masonry, exterminating, grounds/lawn maintenance, etc.;
- supervises and participates in the performance of maintenance work;

Prepares work schedules for maintenance, repair and alterations;
Prepares, reviews and submits requisitions for repairs and alterations;
- prepares estimates of contemplated construction, renovation, alteration or repair work;
- maintains necessary cost records and budget data;

Routinely orders supplies, materials, tools, equipment and parts;
- inspects supplies and materials;

May prepare plans and specifications;
Drives to and from work site to inspect work performed by private contractors;
Acts as Assistant Director of Operations and/or Building Superintendent in his/her absence;
Has overall responsibility for the security, use and maintenance of all expendable and non-expendable assets assigned to the development.
Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of building maintenance and repair;
Thorough knowledge of the principles, practices, tools and terminology used in building trades including mechanical and electrical;
Ability to plan and supervise the work of others;
Ability to draft and interpret plans and specifications;
Ability to prepare estimates;
Ability to inspect the work of other trades;
Physical condition commensurate with the demands of the position.

ASSISTANT SUPERINTENDENT OF MAINTENANCE - # 6340 (cont'd.)

MINIMUM QUALIFICATIONS

Promotional

Applicants must have continuous and permanent status in any city department in one of the following:

(A) In the competitive class as a Supervisor of Maintenance I, Supervisor of Maintenance II, Labor Supervisor I, Head Carpenter, Head Electrician, Head Glazier, Head Painter, Head Plasterer, or Head Plumber for one year.

OR

(B) In the non-competitive class as a Head Carpenter, Head Glazier, Head Painter, Head Plasterer, or Head Plumber for two years.

Open Competitive

(A) Five years of full-time experience in general construction, maintenance or repair work, one year of which must have been in a supervisory capacity;

OR

(B) Five years of full-time experience in one of the skilled trades at the skilled craft worker level, one year of which must have been in a supervisory capacity.

Special Requirement for both Promotional and Open Competitive

Applicants must possess a current New York State Driver's License that must be presented at time of appointment and maintained during length of employment.

ADOPTED:	1/17/51
REVISED:	1/82; 1/83; 12/21/88; 2/8/89; 7/21/99; 3/28/01; 3/24/08
REVIEWED:	9/25/09

Department of Human Resources, Civil Service Administration, Room 1001 City Hall, Buffalo, NY 14202