PLEASE POST

NOTICE OF VACANCY
Buffalo Municipal Housing Authority

Supervisor of Construction Modernization
One(1) Provisional Vacancy

Salary: $47,953 - $55,006

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 **SUPERVISOR OF CONSTRUCTION-MODERNIZATION** **9931**

DISTINGUISHING FEATURES OF THE CLASS

The Supervisor of Construction- Modernization is responsible for expediting modernization programs and acts as a field monitor inspecting contractor's work to comply with the Department of Housing and Urban Development guidelines. S/he acts as a liaison between the contractor and Housing Authority reporting to a designated Site Construction Manager, making certain that all requirements, as set forth by the Department of Housing and Urban Development, are complied with. Work involves the monitoring of contractors to see that contracts are completed efficiently and on time. Supervision may be exercised over personnel assigned.

TYPICAL WORK ACTIVITIES

Monitors modernization contracts and contractors making certain the requirements defined in the contract documents are adhered to;
Prepares pre-bid contractor's conferences, modernization budgets, assemblage, content and language of bid packages;
Arranges meetings with HUD relative to construction management issues;
Audits contractors pay records relative to prescribed legal pay scales and accuracy;
Assists contractors in construction difficulties and EEO problems;
Acts as a troubleshooter for the Housing Authority relative to the modernization programs or projects;
Monitors contractors on posting of various signs and regulations relative to safety, wages and hours and EEO guidelines;
Performs related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of building and housing reconstruction and renovation including materials, methods and such components as structural (basic), plumbing, electrical, heating, lighting, ventilating and sanitary;
Good knowledge of laws and codes and their application to rehabilitation projects, including building and housing codes and inspection procedures;
Good knowledge of the Department of Housing and Urban Development and State laws governing budgets, public bidding and construction contracts;
Working knowledge of the Department of Housing and Urban Development guidelines and regulations for the modernization of federally sponsored public housing;
Ability to get along well with others;
Ability to supervise the work of others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

PROMOTIONAL

Continuous and permanent status in any city department as a Supervisor of Maintenance I, Building Inspector or Building Plans Inspector for one year, where duties involve the coordinating and monitoring of work of contractors.

SUPERVISOR OF CONSTRUCTION-MODERNIZATION #9931 (cont'd.)

MINIMUM QUALIFICATIONS (cont'd.))

OPEN COMPETITIVE

(A) Associate's Degree from an accredited college, university or technical institute in Architectural, Civil or Construction Technology, or Building Management and Maintenance, or a related field and **three** years of full-time administrative or supervisory experience with a public housing agency, governmental agency or a general construction firm which has jurisdiction over the implementation of redevelopment, building and construction, zoning or housing codes and ordinances; one year of which must have been responsible for the coordination and monitoring of work of contractors;

OR

(B) Graduation from High School, GED, or Equivalency Diploma and **five** years of full-time administrative or supervisory experience with a public housing agency, governmental agency or a general construction firm which has jurisdiction over the implementation of redevelopment, building and construction, zoning or housing codes and ordinances; three years of which must have been responsible for the coordination and monitoring of work of contractors;

OR

(C) An equivalent combination as defined within the limits of (A) and (B).

SPECIAL REQUIREMENT FOR PROMOTIONAL & OPEN COMPETITIVE

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

ADOPTED: 4/19/78;
REVISED: 6/25/80; 4/6/88; 7/13/88; 3/28/90; 5/23/11
REVIEWED: 3/12/03

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