

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Watertown Housing Authority

POSITION TITLE: Modernization Coordinator

SALARY RANGE: \$58,970 - \$75,027

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Building Rehabilitation series and is responsible for the overall project development, scheduling, assigning, and review of modernization and construction projects at the Authority. Responsibilities may include scheduling multiple work projects, developing project and annual budgets, coordinating with contract staff, and reviewing project designs to ensure compliance with applicable codes and standards. The work is performed under general supervision allowing for the exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Engineering, Mechanical Technology, or related field and three (3) years of experience in engineering, mechanical technology, or related field; or

(B) Associates Degree in Engineering, Mechanical Technology, or related field and five (5) years of experience in engineering, mechanical technology, or related field, or

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

Licensing Requirements: Valid NY Driver's License

SPECIAL NECESSARY REQUIREMENT:

Must complete appropriate training as necessary including, but not limited to inspection training (i.e. Uniform Physical Condition Standards training) within two (2) years of appointment.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 4/30/26

Email civilservice@watertown-ny.gov for a complete job description.