

**THE WATERTOWN HOUSING AUTHORITY ANNOUNCES
APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF**

MODERNIZATION COORDINATOR

DATE POSTED: August 15, 2023

SALARY: \$56,130 - \$71,413

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, 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.

**Interested persons should complete an online civil service application
<https://watertown-portal.mycivilservice.com/jobopps>**

A complete job description is attached.

Angela Robbins
Executive Secretary

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.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Prepares Annual /Five Year Modernization Plans, budgets for the Capital Fund Program and assists with annual operating budgets;
- Performs and/or schedules field inspections of in-progress and completed modernization, and/or other related maintenance projects;
- Develops plans and specifications for modernization of - housing authority properties; assists in selection of architects, engineers, and other personnel for assigned projects;
- Answers questions from HUD personnel, field personnel, tenant groups, housing authority personnel, public citizens, and staff regarding ongoing and upcoming projects;
- Oversees and monitors allocation of resources, expenditures, and overall budget guidelines for modernization projects; ensures projects remain within specified budget; requisitions of equipment and supplies according to prescribed procedures;
- Oversees and prepares requests for estimates, quotes, bids, proposals, and/or contracts based on project specifications; schedules closing dates, and collects bids; reviews and analyzes bid and proposal responses and recommends contract awards;
- Inspects rental units, existing structures, and construction sites to ensure codes, standards, and regulations are met and buildings are in good repair; coordinates with Maintenance Supervisor the scheduling of repairs and maintenance as needed;
- Organizes and maintains contract files, reviews change orders, ensures correct billings, and obtains approvals to make payments when necessary;
- Participates as part of the Safety Committee.

FULL PERFORMANCE KNOWLEDGES AND SKILLS:

Knowledge of:

- Development activities including grant sources;
- Budgetary principles for construction projects;
- Negotiation principles and practices for contract and bid processes;
- Recordkeeping principles;
- Contract administration principles;
- Equipment, tools, materials, and methods of construction and maintenance;
- Occupational hazards and related safety precautions;
- Applicable federal, state, and local laws, rules codes and regulations.

Ability to:

- Prioritize and assign work;
- Inspect building reconstruction and modernization projects;
- Use computers and related software applications;
- Interpret, apply, and communicate applicable laws, codes, rules, regulations, policies, and procedures;
- Prepare, review, and maintain records, files, and reports related to specific projects;
- Prepare and administer budgets for individual projects and department;
- Mediate, negotiate, and resolve conflicts in contract administration or construction problems;
- Analyze situations and adopt effective courses of action;

- Exercise judgment and discretion in personnel management and recommending contract awards;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (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