

## **MODERNIZATION AND MAINTENANCE ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility for supervising, reviewing plans and inspecting modernization construction and reconstruction programs. Supervision is exercised over the maintenance staff. The incumbent works under the direction of the Executive Director in accordance with established guidelines and procedures. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the modernization construction and reconstruction. This includes reviewing work to be performed with the architect and dealing with consulting engineers for inspection services and work in progress; Supervises and inspects the maintenance, repair and operation of the properties, vehicles and equipment of the housing authority; The Modernization Maintenance Administrator will be responsible for routine inspection and upkeep of property and equipment in order to coordinate on-going modernization programs and to supervise emergency repairs, and refurbishing or replacement of mechanical systems when necessary; Plans, assigns and reviews work of maintenance staff; Coordinates Risk Control Activities; Oversees Central supply. Monitors all purchasing and stocking of maintenance supplies and equipment; The duties of the Modernization Maintenance Administrator also include maintaining and reviewing plans, specifications, shop drawings and submittals pertaining to work; Responsible for insuring adequate material resources to allow progress and maintenance of modernization projects and daily operations; Participates in all job and progress meetings; Disposing of salvageable property according to regulations of the Department of Housing and Urban Development and the Binghamton Housing Authority. This property includes stoves and refrigerators and other items made available by modernization operations, as well as salvageable property found during regular housing authority operations; Keeps records and prepares reports of building maintenance and repair activities; Acts as timekeeper for subordinates; Assists in the preparation of the HUD grant application forms and other HUD reporting requirements; Advising the Executive Director as to performance of the General Contractor, and all other prime contractors on job site; Confers with Executive Director as consultant on operation and maintenance of the housing authority.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern practices, principles, materials and tools used in building construction and repair; Ability to establish and maintain cooperative relationships with contractors and consulting engineers; Good knowledge of the building trades; Ability to read and interpret plans, blue prints and specifications; ability to plan, direct and supervise the activities of subordinate staff; Good management skills; Good knowledge of HUD reporting procedures **or ability to learn and implement**; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma and four years experience in housing authority maintenance operations, construction management, **clean up and restoration of residential and commercial properties** or a closely related field; or
- b) An equivalent combination of training and experience as defined in (a) above.

Adopted: 3/13/01

Revised: 3/27/09