

PROGRAM ADMINISTRATOR (BUILDING REHABILITATION SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, located in the Department of Planning, is responsible for administering building rehabilitation operations. Responsibilities involve reviewing and monitoring rehabilitation projects by supervising and participating in conducting site visits and inspecting properties, assessing rehabilitation needs, identifying building code violations, preparing specifications and cost estimates, and overseeing the competitive bidding process to ensure equitable practices. The incumbent is responsible for assessing single and multifamily dwelling rehabilitation needs and performing testing for lead-based safety hazards. The incumbent is also responsible for making determinations regarding the most cost effective and efficient methods of construction, and coordinating contractors involved in rehabilitation projects. Supervision may be exercised over professional and technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers the building rehabilitation program by supervising and participating in the inspection and assessment of multifamily and single family housing eligible for rehabilitation in accordance with departmental policies and procedures, as well as applicable local, state and federal laws;

Supervises and participates in the assessment of buildings for rehabilitation purposes as well as in the inspection of buildings for safety and building code violations;

Supervises and participates in the analysis of findings and recommends for methods of rehabilitation and ways of bringing dwellings up to code;

Supervises and participates in forming recommendations regarding the most cost effective and efficient methods of construction, and in the coordination of contractors involved in rehabilitation projects;

Supervises and participates in the testing for the presence of lead-based paint health and safety concerns; develops work specifications, cost estimates and bid packages for abatement plans;

Oversees the competitive bid process in accordance with HUD guidelines; interfaces with property owners and contractors to ensure the bid process is equitable and successfully carried out;

Monitors and inspects ongoing construction projects to ensure that contractor's are on schedule; processes payment vouchers as work is completed;

Trains subordinate personnel in the inspection and rehabilitation assessment of properties, construction techniques, and in the preparation of bid specifications, bid packages and cost estimates;

Develops and administers new initiatives for the division and conducts local consultations on a variety of program issues including zoning and building codes;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides technical advice to municipalities involved in the department's building rehabilitation program to ensure the application of consistent building rehabilitation standards;

Counsels municipal agencies and homeowners on program benefits as well as goals and objectives to encourage continued and/or new program participation;

Participates in meetings of the Planning Department's Loan Committee for underwriting and approval of loans and grants;

Meets with property owners applying for rehabilitation loans to explain program guidelines and to aid in the application process;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Attends meetings, conferences and seminars as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the laws, codes, ordinances and regulations governing the inspection and rehabilitation of residential dwellings; thorough knowledge of the proper installation of heating, lighting, ventilating and plumbing fixtures; knowledge of the practices and principles of preparing quantity and cost estimates; knowledge of computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to monitor ongoing construction projects to ensure adherence to rehabilitation specifications and plans; ability to establish and maintain cooperative relationships with property owners, building superintendents tenants; ability to prepare reports of inspections; ability to follow complex oral and written directions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use compute applications such word processing, calendar, e-mail and database software as initiative; good powers of observation good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) an Associate's Degree* in Architecture, Civil Engineering, or a closely related field and four years of experience in the inspection of buildings, or as a foreman in the construction of residential or commercial buildings; or (b) a Bachelor's Degree* and two years of experience as described in (a); or (c) Possession of a current license to practice as a Registered Architect or Professional Engineer in New York State.

SPECIAL REQUIREMENT: Must possess and maintain a valid license to operate a motor vehicle in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.