

## **NOTICE OF JOB VACANCY**

**TITLE:** Director of Maintenance and Modernization

**DEPARTMENT:** Niagara Falls Housing Authority

**NUMBER OF VACANCIES:** One (1)

**PAY RANGE:** Grade 23 \$74,445-\$85,935

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for oversight of all maintenance and capital project work performed at property owned or developed by the Niagara Falls Housing Authority. This position is also responsible for assisting in administration of grant applications and evaluation and management of the Housing Authority modernization program. The employee in this position is responsible for evaluating programs initiated under modernization funding, the preparation of grant applications, including projection of budgetary expenditures, selection of necessary physical and personnel resources and supervision of projects funded under the program. The incumbent will be primarily responsible for the oversight of construction projects and ensure that all contracts are expedited in a timely fashion and in accordance with all policies, regulations and procedures as set forth by the Housing Authority, United States Department of Housing and Urban Development and New York State Division of Homes and Community Renewal. Work involves the oversight of a construction field office, scheduling contractors, Authority staff, and ensuring that all safety standards are met. The work may also involve the preparation of bid specifications and construction documents, inspection of work in progress, and preparation of all reports and related documents necessary for compliance with funding agreements. General and direct supervision is received from the Executive Director and/or Deputy Executive Director with scheduling of work assignments periodically reviewed. Supervision is exercised over technical, clerical and maintenance staff as assigned by the Executive Director.

### **TYPICAL WORK ACTIVITIES:**

- Day-to-day oversight of all NFHA Maintenance Department Leaders
- Daily Field presence on NFHA developments to provide support and coaching for Maintenance department staff members
- Assists in the preparation of grant applications for modernization funding by providing input on needs, priorities, costs and allocations;
- Monitors contractor compliance and work programs to ensure adherence to plans and specifications;
- Consults with tenant groups and Housing Authority personnel for modernization needs as required;
- Resolves and oversees labor disputes among construction trades;
- Assists in the procedures for contract bidding by providing work specifications, technical drawings, and researching labor and material costs;
- Prepares and submits reports advising on contract progress discrepancies and/or omissions in plans and specifications;
- Prepares requests for proposals/quotations as necessary;
- Acts as a liaison between contractor and Housing Authority;
- Inspects materials, work in progress, and completed work to ensure compliance with specifications and contracts;

- Monitors work progress, field inspections, and submitting reports to proper officials;
- Works with tenants to enhance their knowledge of construction work to foster good relations between tenants, contractors, and/or architects;
- Participates in meetings with contractors, architects, and Housing Authority management to learn of impending construction or renovation which enables the employee to anticipate nature of work and its impact;
- Involved in the decision-making process on management policy, such as goals in collective bargaining negotiations, impact of grievance settlements, enforcement of work rules and disciplinary policies.
- Advises and makes recommendations on potential cost over-runs and monitors approved change orders;
- Maintains records and reports related to modernization projects in progress and completed in accordance with regulations set forth by United States Department of Housing and Urban Development, New York State Division of Homes and Community Renewal and Niagara Falls Housing Authority guidelines;
- Issues and monitors punch lists in accordance with all applicable regulations;
- Supervises and coordinates activities of workers engaged in performing maintenance work in all Authority properties;
- Assists in the planning and supervision of all building, grounds and equipment repair work;
- Ensures contractor request for payments which reflect the levels of work completed;
- Plans financial projections relative to work scope;
- Coordinates the work of employees in the maintenance, repair, rehabilitation, modernization and new construction of all Housing Authority developments;
- Responsible for the physical upkeep and maintenance of all Niagara Falls Housing Authority developments
- Requisitions supplies and equipment;
- Reviews shop drawings and materials submitted;
- Maintains and distributes shop drawings where necessary;
- Responsible for the contract day-to-day correspondence;
- Monitors on-going legal issues;
- Performs all maintenance and capital project work as necessary;
- Perform related work as required

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of principles and practices of building design, construction, and renovation practices and methods; working knowledge of the processes involved in application for and administration of grant programs for modernization projects from Federal and State funding agencies; working knowledge of building materials, their function and physical properties; working knowledge of building costs and budgeting of project funding; working knowledge of field construction, inspection techniques and procedures; ability to work within budget limitation; ability to understand and interpret HUD regulations and guidelines for the repair, renovation and maintenance of federally sponsored public housing; ability to express ideas clearly and concisely in oral and written form; Strong communication, leadership, and motivational skills;

ability to establish and maintain an effective working relationship with NFHA members and contractors; ability to analyze needs and priorities; ability to read and interpret complex written material; ability to establish and maintain cooperative relationships with contractors, technical experts and others; ability to develop work specifications and contract documents; tact and courtesy; good judgment; 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 Bachelor's degree or higher in Architecture, Building Technology, Engineering or related field, and four (4) years' experience in the field of construction contract management, rehabilitation, renovation, construction and inspection of dwellings or buildings, or construction grants management;

OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Architecture, Building Technology, Engineering, or related field, and four (4) years' experience as defined in (A).

OR

(C) Graduation from High School or possession of an equivalency diploma and 6 years' experience as defined in (A).

**QUALIFYING EXPERIENCE:** Must be full-time experience where work involved the rehabilitation, renovation, construction, or inspection of dwellings or buildings.

**CLOSELY RELATED FIELD:** Construction Technology, Architectural Technology; Business; Accounting; Building Management and Maintenance

**NOTE:** At least two (2) years of appropriate experience is required; additional education beyond a Bachelor's degree cannot be substituted for the required two (2) years' experience: the minimum education of an appropriate Associate's degree is required; additional experience beyond four (4) years cannot be substituted for the Associate's degree. Possession of a certificate from an accredited technical institute in Building Estimating and Construction or Building Rehabilitation may be substituted for one (1) year of experience.

**SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT**

Possession of a valid New York State Motor Vehicle Operator's License. Vehicle may be necessary.

**SUBMISSION OF INFORMATION:**      **SEND APPLICATIONS OR RESUMES TO:** Human Resources, Room 17  
[Karen.bush@niagarafallsny.gov](mailto:Karen.bush@niagarafallsny.gov)

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS: 9/27/2021-10/12/2021**