

MODERNIZATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Geneva Housing Authority and involves responsibility for developing and implementing a modernization program involving the renovation of housing units in accordance with applicable federal and state guidelines and regulations. The work is performed under the general supervision of the Executive Director with leeway allowed for the exercise of independent judgment in carrying out work activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares modernization improvement work plans and programs including cost estimates;
Assists Executive Director in interviewing contractors, architects, engineers, and other professional consultants for projects;
Prepares specifications and bidding for work that does not require architectural assistance;
Opens and reviews bids;
Checks references of contractors;
Establishes construction schedules;
Inspects work of contractors for adherence to proper work procedures and compliance with contracts;
Prepares inspection and field reports of construction renovation projects;
Prepares settlement documents and closeout reports;
Maintains records of projects (preliminary through completion);
Develops an overall plan and timetable for the implementation of approved modernization programs;
Establishes internal administrative controls over key incoming and outgoing documents and PHA activities related to modernization;
Maintains accurate, updated contract files related to modernization according to HUD regulations;
Completes and forwards to HUD necessary modernization reports including requisitions for funds;
Reviews and oversees the entire construction contract process including construction and bid documents;
Reports significant events that take place on the construction site;
Reports cover compliance with contract documents by the Contractor(s) and any deviation there from, quality of workmanship; wages paid, timeliness of delivery of materials, material storage, etc.;

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TYPICAL WORK ACTIVITIES: (Continued)

Prepares progress reports and charts, keeps daily log of personnel working on the project, visitors to the site, materials delivered, and whatever necessary for the proper administration of contract(s);
Resolves any disputes and claims, subject to HUD approval, to ensure that target dates are met;
Prepares quarterly expenditure reports;
Prepares budget revisions when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and terminology of building construction and renovation; thorough knowledge of federal housing modernization program regulations and guidelines; good knowledge of safety practices in construction work; ability to read and interpret blueprints and specifications; ability to make cost estimates of construction projects; ability to plan, supervise and inspect building and modernization projects; ability to maintain records and make oral and written reports; ability to establish and maintain good working relationships with others; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in construction or engineering technology or related field, and two years of experience in building construction or renovation work; OR
2. Graduation from high school or possession of high school equivalency diploma and four years of experience in building construction or renovation work; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

APPROVED: JUNE 5, 2001

CIVIL SERVICE CLASSIFICATION: COMPETITIVE