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MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
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PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

April 30, 2013

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Building Alterations Coordinator
Department of General Services

The **Department of General Services** has one (1) vacancy for the position of **Building Alterations Coordinator** at the rate of **\$56,710/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is pending Municipal and New York State Civil Service classification. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis. New York State Civil Service has the final authority to decide whether this position is testable.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, Personnel Division, City Hall, Room 301, Albany, NY 12207 to be received no later than **Wednesday, May 15, 2013.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
WEDNESDAY, MAY 15, 2013

An Equal Opportunity /Affirmative Action Employer

BUILDING ALTERATIONS COORDINATOR

(Department of General Services)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for coordinating and supervising the renovation and alteration of City buildings to accommodate adaptive re-use of City buildings for new agencies and uses. Work is performed under the general supervision of the Commissioner with discretion allowed for use of independent judgment in carrying out the duties of the position. Coordination and supervision is exercised over the work of carpenters, plumbers, painters and electricians.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives requests from City department heads and agency heads for building renovations or alterations in order to accommodate physical changes needed as a result of relocations, consolidation, reorganization or facility upgrading;
- Evaluates requests in terms of appropriateness and feasibility;
- Confers with the Commissioner on proposals submitted in order to prioritize and schedule building alterations and renovations;
- Conducts periodic inspections of City-owned buildings and then plans a preventative maintenance program;
- Prepares requisitions for materials and supplies required for building alterations and maintains inventory of the material;
- Reviews vouchers from City vendors for building materials and checks for accuracy and appropriateness;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices, tools and equipment used in carpentry, painting, plumbing and electrical work;
- Working knowledge of minor building renovation practices;
- Working knowledge of appropriate plumbing and electrical code regulations;
- Working knowledge of applicable fire and safety codes, regulations and standards;
- Good mechanical aptitude;
- Ability to make standard arithmetic computations to size and locate various details of the work;
- Ability to maintain reports and records;
- Ability to maintain an inventory of supplies;
- Ability to plan and schedule work;
- Ability to establish building maintenance schedules;

- Ability to train and supervise others;
- Good judgment;
- Dependability;
- Good knowledge of personal computers and office equipment;
- 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 five (5) years of satisfactory full-time paid experience in building maintenance, alterations and/or renovations, three (3) years of which shall have been in a supervisory capacity. OR
- B. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE:

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights.