
BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Supervisor of Building Construction I
SALARY: \$45,668-\$51,826
Grade: 26U

DATE: January 31, 2012
NO. OF POSITIONS: (1)
Hrs. of Work: 8:30 A.M. – 4:30 P.M.
Location: Division of Housing/315 City Hall

GENERAL STATEMENT OF DUTIES:

The Supervisor of Building Construction I is responsible to perform inspections of construction, repairs and alteration of all public improvement projects for compliance with contract plans, specifications and requirements of the New York State and City of Buffalo Building Codes. Coordinates and inspects the demolition of building and site clearance. Checks and approves invoices for payment based on percentages of contract work completed. Gives information to contractors regarding plans and specifications. Checks work being performed in accordance with contract time schedules. Investigates client/contractor complaints. Provides coordination between contractors, architects/engineers and project managers. Prepares reports and keep records.

Does related work as required.

MINIMUM QUALIFICATIONS:

Associates Degree from an accredited junior college or technical institute in Civil/Construction Technology and four (4) years of full-time responsible experience in building construction work, two (2) years of which shall have been in a supervisory capacity where the incumbent is responsible for the supervision for repairs, alteration or construction of large scale building projects; or

Graduation from High School or its equivalent and six (6) years of full-time responsible experience in building construction work, two (2) years of which shall have been in a supervisory capacity where the incumbent is responsible for the supervision of repairs, alterations or construction of large scale building projects; or

An equivalent combination of the foregoing as defined within the limits of A and (B).

The incumbent in this class should have up to date knowledge or a mastery of all regulatory construction requirements related to federally funded program, including but not limited to the Housing & Urban Development's Community Development Block Grant or "CDBG" and Housing Opportunities Made Equal Programs.

Must possess and maintain the following certifications:

- 1) State of New York Code Enforcement training certificate.
- 2) New York State Code Enforcement & Administration – Uniform Prevention & Building Code Educational Program Certificate.
- 3) Certification in Renovation, Repair, Paint/Lead Safe Work Practices as required by EPA/USHUD-Healthy Homes Initiative.

SUPERVISOR OF BUILDING CONSTRUCTION I – Job Description Cont'd

RESIDENCY REQUIREMENT:

Candidate must in live in the City of Buffalo or be willing to relocated within six (6) month of starting date of employment.

Possession of a valid New York State driver's license is a requirement of this job.

CLOSING DATE IS: Tuesday, February 14, 2012 – 4:30 P.M.

All Resumes should be submitted within 10 working days of the posting date of Tuesday, January 31, 2012.

**Mr. Yvonne McCray, Director
Division of Housing
Buffalo Urban Renewal Agency
315 City Hall
Buffalo, NY 14202**