

BUILDING ALTERATIONS COORDINATOR

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 Department Head and/or their designee 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.

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