



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

CONSTRUCTION MONITOR (Albany)

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

The Office of Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. We also monitor 130,000 low income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

The primary responsibilities of Construction Monitors are to oversee the construction phase of Agency funded projects by performing construction due diligence and filing reports derived from site visits to various projects throughout New York State.

Duties and Responsibilities:

- Participate in on-site construction meetings, including pre-construction "kick-off" meetings, construction progress meetings and close-out meetings at construction completion.
- Monitor the progress and quality of all phases of construction, including: site work, building construction, the structural frame, mechanical and plumbing systems, electrical systems, life safety systems and finish work.
- Interpret the construction documents (plans and specifications) for compliance with Agency standards.
- Evaluate the building contractor's construction schedule.



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- Determine if the current progress of construction complies with Agency criteria.
- Determine if a project is experiencing deficiencies significant enough to result in inferior work, or ultimately lead to a financial failure of the project.
- Review “shop drawings,” product data and other submittals issued by the builder for compliance with Agency standards.
- Review construction change orders for compliance with the builder’s contract requirements and Agency criteria.
- Monitor the testing, removal and disposal of hazardous materials. Typically: asbestos, lead paint, mold, radon gas, contaminated soil, and abandoned underground fuel storage tanks.
- Verify compliance with local building codes. Typically: fire safety, emergency egress, accessibility, energy efficiency and related concerns.
- Verify compliance with various energy efficiency programs, including system installations and proper performance testing.
- Sign and accept progress payments to the builder.
- Prepare lists of incomplete or deficient work (punch lists) performed at the construction site.
- Determine when a project is sufficiently complete and safe for occupancy.
- Prepare construction reports summarizing the conditions observed at each construction site visit.
- Professionally represent the agency in the field and office settings.
- The ability to travel primarily by automobile throughout New York State.

Qualifications:

- An Associate's degree in engineering, engineering technology, architecture, architectural technology, or construction technology preferred AND three years of qualifying experience as described below. Or, five years of qualifying experience as described below. Degrees must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. Independent verification of equivalency must be provided for degrees awarded by an educational institution outside the United States and its territories.
- Qualifying experience: Experience assisting in the management of multi-trade construction projects from inception to completion to include cost estimating, construction planning and scheduling; contract document reading and interpretation, including agreement and conditions, plans and



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specifications; and construction inspection to ensure compliance with building codes for construction projects.

- Proficient use of standard business software applications such as Microsoft Outlook, Word, excel along with good writing and reporting skills are preferred.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)