

**ADMINISTRATIVE SUPERVISOR OF SKILLED TRADES (HOUSING  
AUTHORITY (NY HELPS PROGRAM))**

**General Statements of Duties and Responsibilities**

Under administrative direction, with wide latitude for the exercise of independent initiative and judgment, is responsible for planning, coordinating and supervising the operations of one of the skilled trades in the New York City Housing Authority; performs related work.

**Examples of Typical Tasks**

On an Authority-wide basis, and with respect to one of the skilled trades only, directly supervises the foremen in that skilled trade and indirectly supervises their subordinates; assigns personnel; reviews and evaluates work performance of those foremen; handles personnel and disciplinary problems as needed.

On an Authority-wide basis, and with respect to one of the skilled trades only, reviews work order requests; evaluates these requests in terms of difficulty, cost, amount of time and materials needed, etc.; assigns priorities to work order requests and distributes these assignments to the foremen in that particular skilled trade.

Deals with emergency situations, including making changes in work schedules and personnel assignments, obtaining needed materials and supplies, etc.

Evaluates and approves requests for overtime work by determining the necessity for the completion of a particular work project.

On an Authority-wide basis, plans and coordinates repairs and maintenance work relating to one of the skilled trades only; coordinates work schedules with those of other skilled trades workers.

With respect to one of the skilled trades only, makes recommendations based upon professional expertise to other Housing Authority personnel as needed, e.g., Management Department executives regarding efficient methods for completion of a work project, Housing Authority Engineers and/or Architects regarding contract plans and specifications, and foremen in that particular skilled trade when unusual problems arise necessitating a higher level of technical knowledge.

With respect to one of the skilled trades only, reviews and evaluates progress reports; maintains all necessary records; writes and submits reports as required.

**ADMINISTRATIVE SUPERVISOR OF SKILLED TRADES (HOUSING AUTHORITY  
(NY HELPS PROGRAM) (continued)**

**Qualification Requirements**

Six years of recent, satisfactory, full-time, paid progressively responsible experience in the one of the following trades in which the incumbent is to be employed: painting, carpentry, bricklaying, electrical work, plastering, plumbing or roofing, at least 18 months of which must have been as a foreman.

For appointment to the skilled trade specialty of Electrical Work, possession of a valid license as a Special Electrician issued by the New York City Department of General Services is required.

For appointment to the skilled trade specialty of Plumbing, possession of a valid Master Plumber license issued by the New York City department of Buildings is required.

Education at an accredited college or university in engineering, architecture or a related field may be substituted for general experience (but not for the 18 months of foreman experience described above) at the rate of one year of college for six months of experience up to a maximum of four years of college for two years of experience.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Administrative Supervisor of Skilled Trades (Housing Authority) (10045)” as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.