

HOUSING REHABILITATION SPECIALIST

DEFINITION

Under supervision, inspects and evaluates housing structures in accordance with the City's housing rehabilitation programs and building codes. Advises and provides administrative and technical assistance to property owners, and prepares cost estimates and specifications for rehabilitation work.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Division Manager or designee. This classification does not exercise supervision.

DISTINGUISHING CHARACTERISTIC

A Housing Rehabilitation Specialist performs office and field work related to all phases of a housing rehabilitation project/program, from the beginning evaluation through construction. Incumbents are responsible for determining suitability of housing structures for rehabilitation, preparing cost estimates, specifications and coordinates the bidding process with contractors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Typical duties may include, but are not limited to the following:)

Inspects residential properties to determine suitability of structures for rehabilitation work in accordance with City housing rehabilitation grants and programs, and coordination of other structure assessment(s).

Consults with property owners and prepares complete specifications in accordance with existing codes, ordinances and other housing quality standards; develops specification and scope of work for designing the rehabilitation and remodeling of residential properties.

Reviews plans and specifications with property owners, contractors and building inspectors.

Prepares cost estimates, other plans and drawings required for competitive bidding.

Conducts walk-throughs with contractors to review scope of project.

Reviews and inspects the work of contractors involved in the rehabilitation project to assure quality of work, adherence to contractor specifications and rehabilitation standards; prepares change orders to specification as needed, and ensures projects are completed timely and within budget.

Tracks expenditures, reviews invoices, work orders and contractor's billing.

Coordinates work schedules with contractors and property owners.

Facilitates and fosters positive interaction between homeowners and contractors during construction, ensuring that work is performed on time and in accordance with building codes and rehabilitation program.

Performs final inspection on completed work to ensure accordance with codes, ordinances and housing rehabilitations standards; and coordination of final inspection.

Maintains accurate records and reports of all rehabilitation activities, such as periodic and special reports related to grants, loans and rehabilitation projects.

Participates and assists in the coordination of housing rehabilitation applications, loans and grants.

May attend outreach events to promote housing rehabilitation programs.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Building construction methods and materials.

Building, zoning, plumbing, and electrical codes and ordinances.

Cost estimating practices and procedures.

Rehabilitation, building inspection, and property valuation.

Grant program administration and funding and associated regulations.

Practices and procedures for permit application review, evaluation and approval.

Safe work practices and techniques.

Research concepts and methods.

Ability to:

Develop and prepare work specifications, plans and cost estimates for materials and labor.

Read and interpret plans, specifications, blueprints, maps and related documents.

Coordinate and mediate between homeowners and contractors when disputes arise.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare clear, concise, and accurate records, reports, correspondence, and other written materials.

Effectively communicate orally and in writing.

Use computer technology and applicable software programs proficiently.

Conduct testing of various contaminants.

MINIMUM QUALIFICATIONS

Education:

High school diploma or GED; and

Experience:

Three years full-time experience as a licensed building contractor; OR three years experience in the construction trades as a carpenter, electrician or plumber.

Necessary Special Requirement(s):

Possession and continued maintenance of a valid California Driver's License at time of appointment.

License(s) and/or certificate(s) may be required depending upon area of assignment.

APPROVED: _____
Director of Personnel Services

DATE: _____