

Job Classification:
Job Code:

Housing Rehabilitation Specialist
8025

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's degree in the appropriate discipline, and
- ✓ Three (3) years of pertinent experience, one (1) of which must have been in an administrative capacity.
- ✓ In certain positions, two (2) years of pertinent experience may be substituted for one (1) year of college or college beyond the Bachelor's Degree maybe substituted for experience on a two to one ratio. For examples, a Master's Degree in the appropriate field is equivalent to one year of experience.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is an unclassified position. This is responsible administrative and professional work assisting the Housing Director in the day-to-day functioning of the department.

Work is performed under the general direction of the Housing Director, but the position requires the application of considerable independent judgment and initiative in carrying out assignments to a successful conclusion. An employee in this position works closely with professionals in the building industry, including contractors, architects, engineers, and building inspectors, as well as the general public. Work is evaluated through review of results attained.

Essential Job Functions:

- Responsible for field inspections for the purpose of writing construction specifications for housing rehabilitation jobs.
- Prepares plans, specifications and site drawings for reconstruction of new single family housing.
- Verifies the progress of rehabilitation/reconstruction jobs in progress on a daily basis.
- Verifies on a regular basis the quality of work and compliance of rehabilitation/reconstruction jobs in accordance with specifications
- Conducts inspections for the purpose of enforcing City, County, State, and Federal codes, laws and ordinances.
- Assists in the development, implementation, and maintenance of departmental policies and procedures, rules and regulations regarding the departments housing related programs, as approved by the department director.
- Assists with the compilation of data for technical and administrative reports
- Acts as liaison with Federal, State, local and other agencies.

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- Performs related work as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of pertinent theory, methods, procedures and skills.
- Thorough knowledge of principles and practices of the building code and construction industry.
- Thorough knowledge standard tools, equipment, methods and materials used in the construction and maintenance industry.
- Thorough knowledge of Federal, State and local laws and ordinances governing the activities of the department, which includes all Federal Lead Based Paint regulations.
- Thorough knowledge of departmental rules and regulations.
- Thorough knowledge of city rules and regulations, policies and procedures.
- Knowledge of other professionals working in the lead paint industry, including testing laboratories, project monitoring companies, and lead abatement contractors.
- Ability to prepare clear and concise reports
- Ability to speak and write effectively.
- Ability to exercise good judgment and make decisions.
- Ability to communicate effectively with both skilled and unskilled workers in the building industry.
- Ability to communicate effectively with homeowners and their representatives.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

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This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/1/02 tk

Rev. 2/10/04 tkw, 1/23/07 tkw