

HOUSING REHABILITATION SPECIALIST

DEFINITION

To perform a variety of specialized and technical activities relating to the development, implementation, and administration of a residential rehabilitation loan program, including inspection of routine and complex building systems at various stages of construction; and to provide technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by higher level professional or management staff. Assignments may include indirect supervision of clerical or technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Provide information to homeowners relative to loans, necessary improvements, and housing regulations.

Perform housing inspections of residential buildings to determine rehabilitation needs and during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State, and Federal agencies.

Coordinate inspection activities with City departments and with outside agencies when necessary.

Analyze cost and time estimates for residential improvements and develop work specifications for contracts.

Discuss the preparation of financial documents, loans and financial information with banks and lending institutions as appropriate.

Prepare a variety of reports and correspondence in the course of the work.

Recommend issuance of warrants for payment to contractors and developers.

Prepare bid packages; assist homeowners in selecting a contractor; follow-up with progress reports, inspections and payments, certify the completion of improvement projects.

Establish and maintain project files.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

General building and housing methods of construction, materials, and code provisions.

Local, state, and federal residential rehabilitation loan programs, regulations, and requirements.

Safety standards and methods of building construction.

Building related codes and ordinances enforceable by the City.

Principles and techniques of building inspection work.

Basic office procedures including computer software applicable to work assignments.

Financial and real estate procedures, methods, and practices.

Estimating methods used in developing cost estimates for residential renovation and remodeling work.

Ability to:

Understand local housing problems and to determine how corrections can be made.

Apply financial and real estate procedures to the loan application process.

Read, understand, and develop written specifications and drawings.

Implement local, state, and federal housing regulations with fairness and impartiality.

Work effectively with contractors, homeowners, local, State and Federal officials, and banking representatives.

Identify the extent to which residential needs and code violations exist.

Communicate effectively, orally and in writing.

Certify project completion.

Mediate in disputes and provide expedient solutions.

Effectively utilize a personal computer.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience in the administration or implementation of construction, rehabilitation, estimating or building inspection programs.

Education:

Associate arts degree, supplemented by specializing college level courses in urban planning, real estate, public administration or a related field.

License or Certificate:

ICBO Certification; possession and maintenance of a valid California Driver's License.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 3 hours of standing, sitting, bending, crouching, stooping, kneeling, crawling, climbing, balancing, turning, or jumping; between 3 to 6 hours of walking, lifting and carrying supplies and material up to 50 lbs.; pushing or pulling material up to 10 lbs.; up to 3 hours of verbal contact face-to-face, on the phone or to the public (speech and hearing); up to 3 hours of reaching forward and overhead; finger dexterity, grasp (firm and light); pinching grasp; vision accuracy (near and far), depth perception, field of vision, and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: understanding abstract variables, interpreting instructions, solving standard problems, comprehending detailed uninvolved instructions and one or two-step instructions, simple to complex- reading, writing, and math skills; forming, synthesizing, coordinating, analyzing, compiling computing, copying, comparing, mentoring, negotiating, persuading, serving, taking instructions, setting up, manipulating, driving; comprehending/following instructions; performing from simple, repetitive task to varied, complex assignments, maintaining work pace, relating to people, influencing people, evaluating, generalizing; and responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors with exposure to extreme heat and cold; unprotected

heights; moving machinery; change in temperature and humidity; exposure to dust, fumes, smoke and gases, toxic/caustic chemicals; excessive noise, solvents, grease or oil; work is frequently

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performed on uneven, sloping, slippery, surfaces; work is performed around others and alone; hard hats required.