

CITY OF SALINAS

HOUSING REHABILITATION SPECIALIST

BARGAINING UNIT/CLASS CODE:

SMEA / D14

DEFINITION

To perform a variety of specialized and technical activities relating to inspections for Building Code compliance; construction cost estimates; and reconstruction in a residential rehabilitation program; and to provide technical staff assistance.

DISTINGUISHING CHARACTERISTICS

This is the entry/journey level position in the Housing Rehabilitation class series. After a relatively short learning period, incumbents are expected to perform the full range of class duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing Services Supervisor. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSTION Duties may include, but are not limited to the following:

Participate in implementing the rehabilitation construction program; assist in developing procedures and scheduling work. Perform on-site inspections of properties for code compliance and property rehabilitation standards. Make recommendations for corrective action to property owners and appropriate agency representatives. Provide information to homeowners relative to loans, necessary improvements, housing regulations. Analyze cost and time estimates for residential improvements; develop work specifications for contracts; specify and review plans as required; prepare cost estimates for specified improvements. Counsel property owners regarding feasibility of repairs. Monitor and inspect all phases of work according to contract specifications; certify and process progress payments. Prepare bid packages; assist homeowners in selecting a contractor; follow-up with progress reports, inspections and payments; and certify the completion of improvement projects. May assist in developing the annual agency application for continuation of the residential rehabilitation loan program. Establish and maintain project files, progress reports, and change orders; certify completion of improvement projects. Promote and maintain safety in the work place. Perform related duties, as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, fine detailed documents including blueprints; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility to walk on uneven surfaces and sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITONS

A combination of outdoor work inspecting construction sites, and a business office working environment. In the office, subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. On the construction job site, work in all types of weather environments, carry and climb ladders, crawl beneath projects, and walk to perform inspections.

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HOUSING REHABILITATION SPECIALIST (continued)**

QUALIFICATIONS

Knowledge of:

State and Federal residential rehabilitation loan programs, regulations, and requirements. Municipal building and housing codes. Modern office procedures. Financial and real estate procedures, methods, and practices. Underwriting methods and procedures. Processes used in screening loan applicants. Estimating methods used in developing cost estimates for residential renovation and remodeling work. General building and housing methods of construction, materials, and code provisions. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Understand local housing problems and to determine how corrections can be made. Read, understand, and develop written specifications and drawings. Implement State and Federal housing regulations with fairness and impartiality. Screen loan applicants and keep financial information in confidence. Work effectively with contractors, homeowners, 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 completions. Assist in the overall planning for the section. Mediate in disputes and provide expedient solutions. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California (Class C) driver's license.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties, would be any combination equivalent to a High School Graduate and a current State issued General Contractor's license; or certified completion of an I.C.B.O. sponsored or approved Building Inspection curriculum; or two (2) years of progressively responsible journey level construction and/or code enforcement or housing rehabilitation experience in a local Government Agency.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date: _____

ORIG: 2-84, REV: 1-99, REV: 9-03, REV: 11-06