

HOUSING REHABILITATION FIELD SPECIALIST*

DISTINGUISHING FEATURES OF THE CLASS: This is field work of a responsible, technical nature which involves the inspection of housing and recommendation of improvements where necessary to bring housing up to HUD Housing Quality Standards. The position requires the development of detailed specifications for improvements which are to be used by bidders and become part of improvement contracts. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects one-to-four family, owner-occupied houses to determine code violations, weatherization requirements and architectural barrier removal where applicable;
Provides technical advice in correcting code violations;
Prepares detailed plans and specifications for work to be performed including sketches and working drawings or blueprints as required;
Prepares cost estimates of specifications;
Reviews contractors' bids for compliance with specifications and cost estimates, making, comparisons and recommendations to property owners;
Makes on-site inspections to ensure contractors' conformance to contract, specifications, and cost estimates;
Makes interim and final inspections to determine workmanship, certify materials used and determine percentage of work completed;
Certifies completion of contractors' work for payment;
Keeps records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations, and guidelines of the Federal Community Development Block Grant Program as they relate to Housing Quality Standards; good knowledge of building plans and specifications and ability to determine compliance with same; ability to communicate effectively both orally and in writing; ability to establish rapport with homeowners as well as contractors.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and:

1. Two (2) years of full-time paid work experience as a Building Inspector; or
2. Three (3) years of full-time paid work experience in building construction, alteration, repair or rehabilitation as a General Foreman, Contractor, Crew Supervisor, or Inspector; or
3. Three (3) years of full-time work experience as a self-employed General Contractor in building construction, alteration, repair or rehabilitation; or
4. Five (5) years of full-time experience as a Foreman or self-employed Contractor in a specialized field such as masonry, carpentry, plumbing or as an electrician; or
5. Seven (7) years of full-time experience as a Journeyman in a specialized field such as masonry, carpentry, plumbing or as an electrician.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*This reflects a retitling of Housing Rehabilitation Specialist (Field).

R.C.D.P. (08.03.2015) 09.24.2021
Competitive