

Title: Housing Rehabilitation Specialist I
PG: 33
Status: Non-Civil Service
Position Reports to: Housing Rehabilitation Director
Department: Community Development

Class Code: 2040
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible professional and technical work requiring extensive skills in building construction. Performs specialized and technical work of average difficulty in the preparation of cost estimates and material specification for rehabilitation work on residential and other structures.

ESSENTIAL FUNCTIONS:

1. Estimates costs on rehabilitation of residential and non-residential structures in relation to materials and labor.
2. Assembles data, prepares plans and specifications for rehabilitation work on residential and other structures.
3. Reviews plans and specifications with Housing Rehabilitation director and/or Housing Rehabilitation Specialist II and other building officials as necessary.
4. Gives technical assistance to homeowners on all phases of construction.
5. Confers with architects, contractors and builders as to methods of construction and material application.
6. Compiles data, prepares written and oral reports.
7. Makes inspections of dwellings or dwellings units as required.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of minimum housing codes and standards, and zoning regulations.
2. Considerable knowledge of building construction methods and building materials
3. Considerable knowledge of building labor cost and material cost.

WORKING ENVIRONMENT/CONDITIONS:

Light work that involves walking or standing most of the time, exerting up to 10 pounds of force on a recurring basis. It is necessary to climb ladders/scaffolding, etc and crawl under buildings. The job risks routine exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, electrical shock, and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of experience as a construction estimator for or as a general contractor.
3. Training or experience to include blueprint reading and/or drafting.
4. An equivalent combination of education and experience which is directly related to the foregoing specific requirements may be substituted.

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SPECIAL REQUIREMENTS:

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.