

Title: Housing Rehab Specialist II
PG: 45
Status: Non Civil Service
Position Reports to: Housing Division Manager
Department: Community Development/Housing

Class Code: 2041
Date: 03/10

GENERAL DESCRIPTION OF CLASS:

This is highly responsible professional and technical work requiring extensive skills in building construction, with emphasis on residential rehabilitation and new construction. Responsible for preparation and review of construction bid packages to be presented to the Housing Rehabilitation Manager. This includes estimates of material and labor cost, preparation of required forms, drawings and specifications. Individual is expected to perform with considerable latitude for independent action within established codes, regulations and technical guidelines. Responsibilities include participating in technical work of extensive difficulty in the preparation of construction plans, blueprints and specifications. The position involves extensive contact with builders, architects, property owners and members of the public. Performance is subject to review through regular evaluations.

ESSENTIAL FUNCTIONS:

1. Provides technical assistance to applicants on all phases of residential and commercial construction.
2. Prepare plans for the construction, alteration and/or removal of buildings and for compliance with applicable codes.
3. Conducts routine and complex inspections of construction to determine acceptable design, workmanship and materials are used and that contract provisions and applicable codes are met.
4. Prepares contract revisions in coordination with coworkers and as needed to meet client and budget requirements.
5. Interprets and explains the appropriate codes, regulations and contract to recipients, contractors, builders and other interested parties.
6. Coordinates the temporary relocation of recipients to include working with furniture moving companies, utility companies and owners of temporary housing.
7. Coordinates with commercial companies the installation of carpet, heaters, appliances and other functions related to completing construction and closing a file.
8. Maintains records and documentation of inspections and other work performed. Compiles data and submits written and/or oral reports as necessary.

ADDITIONAL RESPONSIBILITIES:

1. Supervises and coordinates special emergency rehabilitation, special projects and bulk purchases such as, but not limited to appliances and special heating/cooling items.
2. Responsible for assuring projects comply with HUD protocol for control of lead-based paint which includes the following functions:
 - a. Determining the presence of lead-based paint in homes built prior to 1978
 - b. Determining the risk associated with the presence of lead-based paint.
 - c. Creating a Risk Assessment plan to remove the risk by abatement or interim control procedures.
 - d. Inspecting the control procedures in progress and performing the appropriate clearance testing upon completion.
 - e. Certifying the completed project meets the clearance requirements of HUD standards.
3. Consult with handicapped individuals to determine and provide for their accessibility requirements.
4. Performs related work as required.

Title: Housing Rehab Specialist II
PG: 45
Status: Non Civil Service
Position Reports to: Housing Division Manager
Department: Community Development/Housing

Class Code: 2041
Date: 03/10

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the methods, materials, costs and techniques involved in building construction, repairs and alterations and use of this knowledge to prepare bid packages and reports.
2. Considerable knowledge of minimum housing, building, energy, zoning and related codes and regulations.
3. Considerable knowledge in the operation of computer, word processing and construction software to prepare entire construction bid package.
4. Ability to maintain records and document construction activities through the preparation of reports.
5. Ability to create and accurately interpret architectural, construction and engineering plans and specifications.
6. Ability to establish and maintain effective relationships with other City employees, recipients of assistance, contractors, builders and government agencies.
7. Ability to supervise personnel and coordinate their work.
8. Ability to express ideas effectively, orally, and in writing and meet deadlines.

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. A High School diploma from an accredited school or its equivalent.
2. Five (5) years of experience in construction with a minimum of two (2) years of rehabilitation experience as a contractor or rehabilitation specialist in a government or non-profit organization or as a building inspector.
3. One (1) year of verifiable experience using a computer.
4. An equivalent combination of education and experience that is determined to be directly related and equivalent to the foregoing specified requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must possess at time of employment a minimum of a Class "C" Certificate of Competency issued as a result of passing a proctored examination administered by Block and Associates, or certification by the Florida Construction Industry Licensing Board as a Residential Contractor.
4. Must possess within twelve (12) months of the date of employment, a Class "A" Certificate of Competency issued as a result of passing a proctored examination administered by Block and Associates, or certification by the Florida Construction Industry Licensing Board as a General Contractor.
5. Must possess within 120 days of employment a "Provisional" class Building Inspectors Certificate from the above Board and obtain a "Standard" Class Certificate with twelve (12) months of date of employment.

Title: Housing Rehab Specialist II
PG: 45
Status: Non Civil Service
Position Reports to: Housing Division Manager
Department: Community Development/Housing

Class Code: 2041
Date: 03/10

6. Must possess within twelve months of date of employment certification as Florida lead-based paint professional risk assessor.
7. 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.