

Code: 1712

Title: HOUSING REHABILITATION SPECIALIST

SUMMARY: Administers and implements housing rehabilitation and weatherization programs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Promotes housing rehabilitation and weatherization programs through outreach programs, presentations to and discussions with property owners and community organizations and a variety of advertising media;
Conducts classes in home maintenance and energy conservation;
Measures residential energy utilization and airborne pollutants;
Processes forms and reports for HUD, FMHA, TEP and state programs;
Inspects houses to determine need for rehabilitation and weatherization;
Advises recipients of loans of their rights and obligations, explaining program rules and legal documents, with respect to rehabilitation programs;
Estimates the cost of rehabilitation and prepares complete specifications of work to be accomplished;
Makes on-site inspections of construction activities;
Conducts follow-up inspections to ascertain completion of corrective measures;
Advises residents on preventative measures necessary to maintain housing standards to minimize utility expenditures and to avoid sanitary problems and hazards;
Mediates owner/contractor conflicts and resolves owner complaints concerning relocation, change orders, and warranty requirements;
Participates in procurement and bidding activities in compliance with housing and urban development administration regulations, state laws and county policies.

KNOWLEDGE & SKILLS:

Knowledge of:

- building and construction methods, materials and techniques including development of housing rehabilitation plans, specifications and cost estimates;
- residential energy utilization, conservation and weatherization methods;
- federal, state and local building codes;
- procedures and practices for completing loan applications and related documentation;
- regulations, policies, and procedures pertinent to housing rehabilitation projects.

Skill in:

- inspecting houses and identifying deficiencies;
- determining appropriate and economical housing rehabilitation methods, including preparing and developing plans, specifications, and cost estimates for projects;
- communicating effectively, both orally and in writing;
- understanding, explaining, and disseminating information regarding program policies, procedures, and regulations to the public;
- assisting clients in completing loan applications and related forms;
- resolving operational problems involved in the implementation of housing rehabilitation;
- preparing program progress reports to state and federal specifications;
- preparing and procedures for program operations;
- use of energy use and residential pollutant monitoring devices.

MINIMUM QUALIFICATIONS:

(1) Two years experience in government housing rehabilitation programs.

(Additional relevant education from an accredited college, university or vocational/technical school may substitute for a portion of the aforementioned experience)

OR

(2) Four years of experience in the building construction field, including two years of experience as a foremen/superintendent and/or codes inspector.

(Additional relevant education from an accredited college, university or vocational/technical school may substitute for a portion of the aforementioned experience)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/17/96
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