

Code: 1715

Title: HOUSING REHABILITATION SPECIALIST SUPERVISOR

SUMMARY: Supervises and performs work in the planning, administration and implementation of 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)

Supervises by scheduling, assigning and monitoring work of the Housing Rehabilitation Specialists;
Trains other personnel in the administration and implementation processes of housing rehabilitation and weatherization programs;
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;
Processes loan and grant applications to determine homeowner eligibility, including verification of employment, income and property ownership;
Processes applications and forms and reports for HUD, FMHA, TEP and state programs;
Advises recipients of loans of their rights and obligations, explaining program rules and legal documents, with respect to rehabilitation programs;
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;
Recommends policy changes to community development and housing manager;
Administers other housing rehabilitation programs;
Prepares applications for funding for housing rehabilitation and related programs;
Negotiates grant budgets, work schedules and contract requirements;
Establishes program procedures;
Prioritizes work schedule to maximize output and grant utilization.

KNOWLEDGE & SKILLS:

Knowledge of:

- building and construction methods, materials, and techniques including development of housing rehabilitation plans, specifications and cost estimates;
- 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;
- grants, contracts and operating budgets.

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;
- understanding, explaining and disseminating information regarding program policies, procedures and regulations to the public;
- assisting clients in completing loan applications and related forms;
- grant applications and budgeting;
- resolving operational problems involved in the implementation of housing rehabilitation;
- preparing program progress reports to state and federal specifications;
- preparing procedures for program operations;
- supervision, training and evaluation of administrative staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration, construction management or a related field as defined by the appointing authority and two years experience in government housing rehabilitation programs, including supervisory experience

(Additional relevant education from an accredited college or university 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 or codes inspector.

(Additional relevant education from an accredited college or university 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.