

REHABILITATION SPECIALIST

JOB PURPOSE AND SUMMARY

The Rehabilitation Specialist is responsible for inspection of residential property to determine compliance with codes and quality standards; development of specifications for rehabilitation; monitoring rehabilitation work; preparation of cost estimates and property eligibility determination

The Rehabilitation Specialist works under supervision from the Senior Rehabilitation Specialist but exercises independent judgment and initiative while in the field conducting inspections. Work is reviewed by the Senior Rehabilitation Specialist for compliance with funding regulations, HUD, state and local requirements. The incumbent is expected to apply a working knowledge of related codes, laws and regulations and basics of housing rehabilitation and receive technical guidance from the Senior position.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Inspects residential property for compliance with building codes, HUD housing quality standards, and related regulations; prepares documentation and cost estimates of required rehabilitation work.
- Develops bid specifications and drawings for loans which conform with local building, electrical, plumbing, mechanical, zoning, fire, and other applicable regulations.
- Reviews rehab loan applications, explains program requirements, determines eligibility, prepare reports and make recommendations regarding applicants.
- Assist in the review of bids and selection of contractors; establish and facilitate effective working relationships between and with contractors and property owners.
- Monitor rehabilitation work through regular inspections during construction and work with contractors and property owners to insure compliance with codes regulations, and specifications.
- Verify contractor eligibility for the program and coordinate activity with County building inspectors.
- Prepare periodic reports and maintain program paperwork.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training:

- Three years of residential construction related experience involving knowledge of code requirements and public contact.
- Equivalent to an Associates Degree from an accredited college or university with major course work in real estate, building inspection, construction technology or a related field.
- Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of: construction rehabilitation practices; residential housing, zoning and related building, electrical, and plumbing codes; construction material building products material grades and quality workmanship; bidding and awarding procedures.

Ability to: recognize structural deficiencies and residential code violations; read and interpret plans, specifications and contracts; compute and analyze mathematical calculations; research and interpret building related codes; operate modern office equipment including a computer; communicate clearly and concisely, both orally and in writing; negotiate differences and problems with irate contractors or laborers; establish and maintain effective working relationships with those contacted in the course of work; inspect attics crawl spaces and roofs of houses; travel from job site to job site within standard time limits.

Office use: 6/22/00