**JOB TITLE:** Rehabilitation Construction Specialist  
**JOB CODE:** 23.09  
**GRADE:** 18  
**CLASSIFICATION:** Non-Exempt

**PURPOSE OF THE POSITION:** The purpose of this position is to assist owners of selected residential and commercial properties in making structural and other property improvements in accordance with applicable Federal, State and City rehabilitation program guidelines. The work contributes substantially to the efficiency and effectiveness of the City’s Housing and Community Development Program and its ability to deliver consistently high quality service to the public.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited high school, plus five (5) years experience as a building inspector, engineer, architect, construction superintendent, licensed contractor in one of the major construction disciplines, foreman/forewoman, or construction manager; or an Associate Degree with major course work in engineering, architecture or related field, plus two (2) years experience; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities. The incumbent must have, or be able to obtain within two (2) years of employment in the position, Property Maintenance and Housing Inspector Certification through the International Code Council (ICC).

**SPECIAL REQUIREMENTS:**
- Knowledge of Federal, State, County and City statutes, codes, ordinances and regulations pertaining to housing rehabilitation and community development programs.
- Knowledge of building construction methods and practices, including minimum housing, building, zoning and related codes and regulations.
- Knowledge of the methods, practices, tools and equipment used in the electrical, plumbing, carpentry, air conditioning, roofing and other trades involved in the maintenance and repair of buildings.
- Knowledge of applicable City and State Fire and Safety Codes and similar requirements.
- Ability to determine defects and faults in electrical, plumbing and mechanical systems and provide guidance to make required corrections.
- Ability to analyze and prioritize repairs required to meet Rehabilitation Program standards, including making estimates of materials, labor and other rehabilitation costs, to arrive at valid recommendations and plans of action.
- Ability to inspect rehabilitation work in progress and enforce modifications required to ensure its compliance with work specifications, building codes and standard building practices.
- Ability to prepare, interpret and work from blue prints, sketches, diagrams, technical orders, manufacturer’s manuals and specifications.
- Ability to mediate disputes between contractors and property owners.
- Ability to communicate effectively and clearly, both orally and in writing.
• Ability to establish and maintain good working relationships within the Housing and Community Development Department, with other City departments, Federal, State and County agencies, property owners, consultants, contractors and the public.

ESSENTIAL FUNCTIONS:
• Conducts interviews with property owners and performs related property inspections to determine required structural and other improvements.
• Provides advice to property owners on repairs required to meet applicable building codes, Quality Housing Guidelines and other Rehabilitation Program requirements.
• Prepares and develops rehabilitation plans, specifications, cost estimates, construction contracts, timetables and other documentation necessary for issuing bids, ensuring conformance with applicable City, County and State building codes and Federal property rehabilitation standards.
• Reviews contractors’ cost estimates and negotiates appropriate modifications.
• Inspects all phases of construction work for compliance with plans, specifications, codes and other requirements and coordinates with Building Department on final inspections of properties.
• Enforces technical provisions of rehabilitation contracts and reviews and submits recommendations on all contractors’ requests, affidavits and related documentation; maintains detailed rehabilitation records and prepares Federal, State and local reporting forms for submission to appropriate agencies.
• Mediates disputes between property owners and contractors.
• The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with other City and County departments, contractors and property owners to obtain and furnish information regarding rehabilitation projects and related work. The incumbent also interacts with property owners, contractors and others to mediate disputes, answer questions and resolve problems with respect to bid specifications, building code compliance, defective work, or other issues. Other public interactions occur in response to inquiries about rehabilitation program features and requirements.

SUPERVISION RECEIVED: Works under the general supervision of the Department Head or designated representative. Considerable independent judgment is required; direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of effective and harmonious work contacts. Incumbent is required to use initiative, judgment and ingenuity in planning and executing the work.

SUPERVISION EXERCISED: Usually none. However, the incumbent may be asked to assist in training newly employed or less experienced Rehabilitation Construction Specialists.
**PHYSICAL REQUIREMENTS:** This is light work requiring the exertion of 20 pounds of force occasionally and up to 10 pounds of force frequently. The work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Exposure to a wide variety of weather conditions is common. Visual acuity and manual dexterity are required to inspect rehabilitation projects for conformance with specifications, codes and other requirements. Because the work entails potential safety hazards, precautions must be understood and observed to avoid injury. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.