

REHABILITATION SPECIALIST, SENIOR

JOB PURPOSE AND SUMMARY

The Senior Rehabilitation Specialist is responsible for insuring that jobs meet HUD Housing Quality Standards; providing training and technical assistance; providing daily lead and direction to the Rehabilitation Specialist; insuring community involvement through program marketing; inspection of residential property to determine compliance; development of specifications for rehabilitation; preparation of cost estimates and property eligibility determination.

The Senior Rehabilitation Specialist works with general supervision from the Housing Rehabilitation Program Manager. The Senior Specialist exercises considerable independent judgment and initiative while in the field conducting inspections and while leading and guiding the work of the Rehabilitation Specialist. Work is reviewed by the Program Manager for compliance with funding regulations, HUD, state and local requirements. The incumbent is expected to understand, apply and acquaint other with a thorough working knowledge of related codes, laws and regulations and basics of housing rehabilitation.

CLASSIFICATION DISTINCTIONS

The Senior Rehabilitation Specialist is distinguished from the Rehabilitation Specialist by the greater knowledge required and applied of HUD Housing Quality Standards and construction requirements and by the provision of technical assistance to the first level position.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Trains and provides technical assistance to the Rehabilitation Specialist; schedules daily work for the unit and monitors for accomplishment.
- 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.
- Creates community involvement in the program through marketing efforts.
- Prepare periodic reports and maintain program paperwork.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training:

- Five years experience with HUD related construction programs 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.

Desirable Certifications:

- Northwest Power Planning, Conservation and Energy Certifications.
- Building Code Certification.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of: HUD Housing Quality Standards and construction rehabilitation practices; residential housing, zoning and related building, electrical, and plumbing codes; state and federal labor standard and Davis-Bacon monitoring procedures; construction material, building products, material grades and quality workmanship; principles of supervision and scheduling of work; bidding and awarding procedures.

Ability to: Recognize and explain HUD Housing Quality Standards, 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; supervise and schedule daily work; 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