



HOUSING REHABILITATION SPECIALIST

Department: Human Services
Job Class #: 349900
Pay Range: Professional 05

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is technical work performed for the Department of Human Services. An employee in this class is responsible for the coordination of complex housing repairs. Duties include the preparation of technical specifications and scopes of work necessary to accomplish moderate to major repairs under a variety of housing rehabilitation programs. Work is reviewed periodically by an administrative superior for accuracy and adherence to established procedures and quality of service provided.

ESSENTIAL FUNCTIONS:

- Conduct initial inspection of dwelling units proposed for inclusion in the various rehabilitation programs.
- Conduct detailed inspections of properties noting structural conditions, conformity to the Housing Quality Standards and condition of heating, sewage disposal, plumbing, and electrical systems.
- Prepare detailed work orders and cost estimates for repair/rehabilitation work as required under the appropriate program requirements and to meet the Housing Quality Standards and/or other HUD program standards.
- Create bid documents outlining the scope of work to be performed and discuss alternative methods of accomplishing repairs with clients and contractors.
- Perform inspection, monitor construction and approve progress payments to the contractor during the rehabilitation of the housing unit.
- Inspect the housing unit for final acceptance and payment ensuring that all repairs have been made in accordance with the scope of work, applicable codes and construction standards.
- Review client complaints and suggest appropriate resolutions to disputes between client and contractor.
- Advise superior about problems related to the implementation of housing rehabilitation programs.
- Accomplish wage rate interviews, and review payrolls to ensure contractor compliance with applicable federal or state wage rates.
- Lift and carry up to 40 lbs.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise but may provide training and guidance to new employees and temporary employees.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Housing Rehabilitation Specialist works in the field and in the office on a routine basis. Field work is performed outdoors, with exposure to all types of weather. Travel by vehicle or on-foot is required, and may be over all types of terrain, including that which is uneven, steep, slippery, wet, icy or muddy. Field worksites include buildings in various stages of construction, deterioration or disrepair. Perform field inspections which include climbing stairs and ladders, accessing crawl spaces and eaves, and walking the entire inspection site. Travel to various work sites and/or meeting locations is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is frequent walking, sitting, bending/stooping, climbing, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Requires the ability to maneuver across uneven terrain, work in confined areas and scale various heights. Must be able to lift and carry up to 40 lbs. Ability to travel and attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern building construction and rehabilitation principles, practices and materials.
- All stages of housing construction.
- Building codes, construction practices and techniques.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Construction estimation and inspection.

Ability to:

- Read and interpret construction plans and specifications.
- Create accurate work orders, cost estimates and schedules.
- Clearly communicate to inexperienced clients the technical aspects of the rehabilitation work, the necessity of the repairs and the procedures related to various programs.
- Prepare concise reports and maintain required records and files.
- Establish and maintain effective working relationships with clients, building officials and fellow employees.
- Prepare specifications, construction drawings and sketches which illustrate the nature of the repair work.
- Evaluate previously unknown conditions and recommend appropriate methods of repair.
- Evaluate various repair techniques and cost saving alternatives.
- Evaluate the progress of construction and the quality of work performed and authorize subsequent payment
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: (continued)

- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Five or more years of experience in the building construction or rehabilitation trades is required. Additional education and experience which clearly indicates the ability to perform the essential functions may substitute for the recruiting requirements on a year for year basis.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required when travel is required of the position.