

## **HOUSING REHABILITATION SPECIALIST I**

**GENERAL STATEMENT OF DUTIES:** Under direction, performs a variety of duties relative to the Implementation of housing assistance programs within the County's Community Development Program; performs inspections, work write-ups, cost estimates and bid specifications; reviews work performed by contractors to ensure that the work is completed as outlined in the bid specifications; work is performed and guidance may be given by the Housing Rehabilitation Specialist III; performs related duties as required.

### **STATEMENT OF TASKS:**

Inspects properties in order to determine eligibility of repairs in accordance with program Rules and surveys the condition of dwellings as assigned;  
Prepares work write-ups and bid specifications in accordance with HUD and County program rules and building code to ensure homes are safe, sanitary, and decent;  
Prepares accurate cost estimates;  
Monitors progress on jobs and addresses potential problems;  
Reviews the work of contractors to ensure that work meets bid specifications and work quality standards in accordance with program rules and lead safe work practices;  
Inspects property while work is in progress to assure that authorized work has been properly completed and is within the provisions of the contract;  
Interacts with housing developers and non-profit agencies on rental and homebuyer projects;  
Acts as liaison with contractor, homeowner and program staff;  
Maintains/organizes proper inspection records for each assigned property;  
Participates in staff development and training activities related to program responsibilities.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of property maintenance, building codes and construction methods;  
Thorough knowledge of residential construction trades utilized in the home rehabilitation field;  
Knowledge of construction contract licensing, insurance and registration;  
Ability to accurately prepare and critique job specifications and to prepare detailed bid and cost estimates of home rehabilitation activities;  
Ability to establish and maintain good working relationships with clients, the public and other employees;  
Ability to maintain confidentiality of client contract and files;  
Experience using HUD approved specification writing programs, preferred;  
Ability to attend work regularly and work under stressful conditions;  
Participates in staff development and training activities related to program responsibilities.  
Housing Rehabilitation Specialist I

**MINIMUM QUALIFICATIONS:**

Associate's degree in building/construction technology, construction management, engineering, and other degrees as related.

**OR**

Two (2) years of experience in home construction, home rehabilitation services, home inspection services, or in a construction related field, preferable in an agency providing housing rehabilitation services to low income individuals.

**SPECIAL REQUIREMENTS:**

Must have a valid driver's license;

Must complete a HUD Approved lead inspector/risk assessor training course within 6 months of employment;

Must become a certified Lead Supervisor within 6 months of employment. Failure to obtain certification will result in discharge from employment;

Must become a certified Asbestos Inspector through a State of Michigan program within 6 months of employment. Failure to obtain certification will result in discharge from employment;

Must be comfortable with climbing ladders, some lifting, and entering confined spaces as part of the inspection process.

  
Human Resources Director

Established: July 20, 2015

Revised: August 20, 2019