

HOUSING REHABILITATION SPECIALIST II

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 under general supervision and guidance may be given by the Housing Intake Coordinator; 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;
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;
Inspects property while work is in progress to assure that authorized work has been properly completed and is within the provisions of the contract;
Maintains/organizes proper inspection records for each assigned property;
Interacts with housing developers and non-profit agencies on rental and homebuyer projects;
Acts as liaison with contractor, homeowner and program staff;
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, codes and enforcement procedures;
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 with Department of Housing and Urban Development grant programs focused on housing rehabilitation for low and moderate income households, preferred;
Experience using HUD approved specification writing programs, preferred;
Ability to attend work regularly and work under stressful conditions;

MINIMUM QUALIFICATIONS

Minimum three (3) years' experience as a Housing Rehabilitation Specialist I with the Genesee County Metropolitan Planning Commission **AND** have a current Builders License issued by the State of Michigan. License must be in good standing with no state sanctions/suspensions within the last five years;

OR

Associate's degree in building sciences, construction or engineering **AND** three (3) years of experience in home construction, home rehabilitation services, or housing rehabilitation experience in an agency providing housing rehabilitation services to low income individuals **AND** have a current Builders License issued by the State of Michigan. License must be in good standing with no state sanctions/suspensions within the last five years;

OR

Five (5) years of experience in home construction, home rehabilitation services, or housing rehabilitation experience in an agency providing housing rehabilitation services to low income individuals **AND** have a current Builders License issued by the State of Michigan. License must be in good standing with no state sanctions/suspensions within the last five years;

SPECIAL REQUIREMENTS

Must have a valid driver's license;

Must be certified Lead Supervisor, Lead Based Paint Inspector and Risk Assessor;

Must be a certified Asbestos Contractor/Supervisor in the State of Michigan;

Must have successfully completed a housing rehabilitation inspector certification course.


Human Resources Director

Established: July 20, 2015