

HOUSING REHABILITATION SPECIALIST III

GENERAL STATEMENT OF DUTIES: Performs a variety of duties relative to the implementation of housing assistance programs with the County's Community Development Program; reviews and 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 of the Community Development Principal Planner; performs related duties as required.

STATEMENT OF TASKS:

Coordinates program staff including the Housing Rehabilitation Specialist I and II;
Reviews inspection reports, work write-ups, bid specifications completed by the Housing Rehabilitation Specialist I/II;
Coordinates scheduling of initial inspections, pre-construction meetings, and final inspections for all properties;
Carries out inspections of properties as needed;
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;
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;
Provides leadership to other program staff;
Ensure all projects fall within budget constraints;
Ensure all federal requirements are followed for the Home Improvement Program;
Recruits and maintains a list of licensed contractors interested in bidding on contracts;
Coordinates partnerships with other housing funding agencies;
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;
Experience working as a coordinator/manager of construction/housing rehabilitation employees;
Thorough knowledge of residential construction trades utilized in the home rehabilitation field;
Knowledge of construction contract licensing, insurance and registration;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONT):

- Ability to accurately 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 six (6) years' experience as a Housing Rehabilitation Specialist with the Genesee County Metropolitan Planning Commission

OR

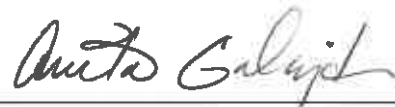
Associate's degree in building sciences, construction or engineering and six (6) years of experience in home construction, home rehabilitation services, or housing rehabilitation experience in an agency providing housing rehabilitation services to low income individuals.

OR

Ten (10) years of experience in home construction, home rehabilitation services, or housing rehabilitation experience in an agency providing housing rehabilitation services to low income individuals.

SPECIAL REQUIREMENTS

- Must have a valid driver's license;
- Must obtain a current Builders License issued by the State of Michigan within 6 months of employment;
- Must complete a HUD Approved lead based paint initial training course within 6 months of employment;
- Must complete a HUD Approved risk assessor initial training course within 6 months of employment;
- Must become a certified Lead Supervisor within 9 months of employment;
- Must become a certified Asbestos Contractor or Supervisor within 9 months of employment;



Human Resources Director

Established: October 22, 2018