

## HOUSING REHAB INSPECTOR/COORDINATOR

GENERAL STATEMENT OF DUTIES: Coordinates and monitors all Home Improvement cases to assure funding availability and requirements. Performs skilled duties in the Home Improvement Program including inspections of structures and mechanical systems; trains and assists the Housing Inspector; perform home repairs as needed; inspects final work to assure all regulations and requirements are met; works under direction of the Home Maintenance Services Director.

### STATEMENT OF TASKS:

Performs inspections on structures to determine rehabilitation requirements;  
Prepares specifications for each job with estimated cost of materials and labor;  
Provides training and technical assistance in the area of home repair and building materials to Housing Inspector;  
Monitors and coordinates all home improvement projects;  
Provides follow-up and resolution to all client questions or complaints, making needed referrals to the director;  
Prepares necessary production reports as required for reporting purposes;  
Monitors and maintains vehicles used in the Home Improvement Program;  
Performs minor home repairs as necessary.

The statement of tasks 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:

Knowledge of the mechanics of a complete home system, including plumbing, heating, electrical, carpentry, home insulation, etc.;

Knowledge of residential codes and federal rehabilitation regulations;

Ability to prepare and maintain required records and reports;

Ability to plan and coordinate construction projects;

Ability to communicate both orally and in writing;

Ability to relate to low-income individuals;

Ability to maintain good interpersonal relationships;

Ability to lift and carry related equipment;

Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Two (2) years experience with GCCARD Home Maintenance Services Program;

-OR-

Four (4) years experience in a construction or maintenance position which included carpentry, woodworking, home rehabilitation, or a directly related area.

Established: October 14, 2002

  
Human Resources Director