City of Merced

Bargaining Unit:

FLSA:

Position Number:

01 Covered

04790

HOUSING REHABILITATION SPECIALIST II

DEFINITION

Under general supervision, to provide a variety of professional and technical assistance for local property owners in the rehabilitation, demolition, or reconstruction of their homes; to develop and prepare environmental reports on HOME and CDBG funded projects; to perform inspections of housing rehabilitation projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully experienced journey level in the Housing Rehabilitation Specialist class series. Incumbents perform a variety of professional and technical assignments related to housing rehabilitation projects funded by HOME and CDBG. This level is distinguished from Housing Rehabilitation Specialist I, by the fact that incumbents perform a broader scope of assignments on a more independent basis utilizing technical knowledge and problem solving skills in complex situations.

REPORTS TO

Chief Building/Construction Project Official

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Meets with homeowners and explains the policies, procedures, and requirements for housing rehabilitation loans funded by HOME and CDBG; prepares bid packages for contractor solicitations to perform rehabilitation and construction work; reviews approved bids and develops contractor information for consideration by property owners; prepares detailed cost estimates, compiles bid data, and conducts bid tours; arranges and conducts pre-construction conferences between homeowners and contractors; designs single family unit floor plans and prepares working drawings and sketches for projects; inspects work in progress, prepares work write-ups, and initiates change orders; verifies and approves final work, ensuring that work has been completed in compliance appropriate codes and contract specifications; prepares environmental reports on HOME and CDBG projects; makes field inspections of dwellings of potential participants in the Housing Program; prepares miscellaneous housing activity maps; prepares brochures and handouts for the Housing Division; responds to public complaints regarding code violations; answers the telephone and works with people at a customer service counter, providing a variety of information and responding to inquiries about housing rehabilitation programs.

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TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed alone in remote locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Policies, procedures, and requirements of the Housing Division.

Procedures and requirements of HOME and CDBG funded housing rehabilitation programs.

Practices, tools, equipment, and materials used in the general construction trades.

Accepted safety standards and methods of building construction.

Qualities of various construction materials.

Building, zoning, and related codes and ordinances enforceable by the City.

Principles of mathematics related to the building trades.

Inspection methods and procedures.

City code and enforcement policies.

Ability to:

Work with Housing Rehabilitation clients in the development and completion of housing rehabilitation and construction projects.

Develop bid packages and evaluate contractor responses.

Perform a variety of building inspections, examining workmanship and materials, and ensuring compliance with requisite codes and ordinances.

Use and apply a wide scope of inspection methods and techniques.

Detect deviations from laws, regulations, and standard construction practices.

Estimate the cost of material and labor for potential rehabilitation work.

Read, interpret, and explain building plans, specifications, and codes.

Apply technical knowledge of building trades work.

Develop floor plans and prepare working drawings.

Make mathematical calculations quickly and accurately.

Maintain accurate records and prepare reports.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Make independent decisions using good judgment and analysis.

Work effectively with builders, contractors, other government agencies and private businesses and the general public.

Communicate effectively both orally and in writing.

Provide advice on acceptable construction methods and practices.

Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Housing Division.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from high school or equivalent, and two (2) years of college study in building construction inspection or a closely related field. Three (3) years of work experience in housing rehabilitation work at a level comparable to Housing Rehabilitation Specialist I with the City of Merced; or an equivalent combination of education and experience.

Special Requirements:

Possession of a valid California driver's license.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED _

Chairperson Personnel Board

DATE: May 8, 2001