

ASSISTANT REHABILITATION SPECIALIST

GENERAL STATEMENT OF DUTIES: Assists in inspecting housing units leading to the development of specifications and cost estimates in the rehabilitation of housing units; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Rehabilitation Specialist, assists in the inspection of units, identifying and developing specifications for necessary repairs, and estimating the cost of such repairs. Supervision is not usually a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Performs field inspections of home improvement projects including reading of plans and specifications, judging that proper materials are used, that correct methods of installation are followed, that work is satisfactorily completed;

Assists Rehabilitation Specialist in cost estimating and technical specification;

Assists Rehabilitation Specialist in dealing with homeowners and contractors.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern practices, principles and materials used in building construction; some knowledge of cost of housing repairs; some knowledge of the building trades; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in building construction work; or (b) an associates degree in engineering or architecture; or (c) six years of experience in building construction work; or (d) a satisfactory equivalent combination of the foregoing training and experience.