

REHABILITATION SPECIALIST

GENERAL STATEMENT OF DUTIES: Inspects 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 general direction of the Director of Community Development, the Rehabilitation Specialist performs technical work in the rehabilitation of housing units. Employees in this class are responsible for inspecting units, identifying and developing specifications for necessary repairs, and estimating the cost of such repairs.

EXAMPLES OF WORK: (Illustrative Only)

Makes preliminary inspection of properties to be rehabilitated and discusses rehabilitation plans with owners;

Prepares detailed work specifications and cost estimates for homeowners;

Inspects buildings and structures in process of repair for compliance with approved plans and specifications and all requirements of all applicable ordinances and laws and rehabilitation standards;

Inspects all buildings in project area, sees that the housing and other related codes are interpreted, also responsible for all necessary reinspections and status reports;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Reviews contractor estimates obtained by homeowners and helps owners make final contractor selection;

Investigates complaints and assists in prosecuting violations of the building codes;

Assists in securing applications, verifications and related data to building loan or grant application;

Prepares final work write-ups;

Monitors progress of construction on all rehabilitation work in progress and visits each project at least twice weekly;

Along with the project Director, makes final certification on all rehabilitation projects;

Attends public information meetings to explain the program and meet project area homeowners;

Takes surveys from time to time as necessary for the Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern practices, principles and materials used in building construction; good knowledge of the cost of housing repairs; good knowledge of the requirements of the local building code and zoning ordinance; good knowledge of the New York state Multiple Residence Law; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; ability to establish and maintain cooperative relationships with other public officials, with building contractors, plumbing contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and five years of experience in building construction work, including one (1) year of experience in estimating the cost of building construction work; or (b) graduation from a recognized college with a bachelor's degree in engineering or architecture and one year of experience as stated in (a); or a satisfactory equivalent combination of the foregoing training and experience.