

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Housing Rehabilitation Specialist
DEPARTMENT	Planning\Community Development
UNION:	114
SG:	12
CS:	Yes
FLSA:	Y
EE04CODE:	TE

NATURE OF WORK:

Provides assistance to property owners in determining housing rehabilitation needs, estimating costs, preparing bid documents, selecting contractors, and monitoring construction.

SUPERVISORY RELATIONSHIPS:

Reports to the Block Grant Program Manager. Works under general supervision and with the guidance of applicable federal, state and City laws, rules and regulations.

ESSENTIAL FUNCTIONS:

1. Inspects property and advises owners on housing rehabilitation needs.
2. Prepares scope of work and cost estimates for single family and multi-family projects. Writes detailed construction specifications, draws and redesigns floor plans and additions. Works closely with the Housing Program Specialist, property owners, architects, engineers, building officials and contractors. Promotes contractor retention and development.
3. Assists property owners in selecting acceptable contractors; recruits contractors from diverse and under-represented groups.
4. Obtains bids from contractors and prepares construction contracts for property owners. Completes environmental review checklist and lead based paint evaluations.
5. Inspects rehabilitation work and authorizes payments. Approves change orders, arbitrates disagreements between property owners and contractors, and obtains lien waivers prior to final payment.
6. Conducts follow-up inspections of completed work.
7. Prepares detailed forms and reports; writes letters to property owners and contractors.
8. Works closely with the Block Grant Programs Manager and other departmental staff in evaluating the program, determining operational objectives and meeting overall program goals.
9. Provides information on the objectives of the Home Rehabilitation Program to residents, property owners, contractors, City officials and others.
10. Participates in presentations to the Loan Review Board.
11. Oversight of Division-owned buildings. Performs relocation inspections as required under the federal Uniform Relocation Act.

ADDITIONAL WORK PERFORMED:

1. Other related duties within scope.

KNOWLEDGE AND SKILLS:

- Working knowledge of building construction and rehabilitation techniques and general contracting and construction project management.
- Working knowledge of, and skill in applying, building, zoning, electrical, sanitation, health and fire codes.
- Basic mathematical skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy.
- Good oral communication skills.
- Planning and organizing skills, adaptability/flexibility, problem-solving and decision-making skills.
- Good written communication skills for writing letters and detailed reports.
- Ability to deal with co-workers, clients, outside agencies and contractors using good interpersonal skills, sensitivity and good judgment. Ability to develop effective working relationships.
- Ability to handle multiple tasks while maintaining accuracy and attention to detail.
- Ability to tolerate stress.
- Physical ability to perform required duties including:
 - Occasional lifting up to 35 pounds.
 - Crawling
 - Climbing stairs and ladders
- Working knowledge of, and ability to use, standard software applications such as word processing and spreadsheets.

WORKING ENVIRONMENT:

Work is shared between an office environment, working at a computer workstation, and fieldwork, making home visits and visits to project sites where City-financed rehabilitation work is conducted. May include occasional exposure to outdoor elements in all weather conditions. Access to under-floor areas and attic spaces require bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present. Sites may be wet and slippery. Entering and exiting a vehicle may be required many times each day. May require occasional travel.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of experience in building construction, general contracting, construction management or repair/weatherization programs. One year of experience in housing rehabilitation may substitute.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State Driver's License. To establish a good driving record, a three year driving record abstract must be submitted prior to hire.

PREPARED BY: C.D. Staff

REVIEWED BY: _____

Jorge Vega
Planning and Community Development
Director

REVISED BY: S. Price/D. Cahill/K. McCarthy
10/89
D. Cahill/Lorna Klemanski
8/04