



CLASSIFICATION NO. 266  
Revised: 6/11, 9/13  
FLSA: Non-Exempt  
EEO: 3

## **HOUSING REHABILITATION SPECIALIST**

### **CLASS CHARACTERISTICS**

Under general supervision, to advise on housing quality and property standards for housing programs; to inspect residential properties to determine compliance with codes and quality standards, prepare cost estimates and monitor rehabilitation work and contractor performance; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Community Development Division within the Health, Housing and Human Services Department manages housing and community improvement projects funded with federal funds that the County receives primarily through the United States Department of Housing and Urban Development (HUD). Fund sources include the Community Development Block Grant Program, HOME Investment Partnership Program and others.

The Housing Rehabilitation Specialist is responsible for inspecting housing units eligible for rehabilitation grants or loans, preparing construction specifications and cost estimates, assisting clients in hiring contractors, and monitoring construction work to ensure compliance with applicable rehabilitation and building codes. Incumbents also conduct inspections for the down payment assistance programs and for the Housing Choice Voucher program and perform Uniform Physical Conditions Standards (UPCS) inspections for rental housing projects.

The Housing Rehabilitation Specialist differs from the Community Development Project Coordinator which manages and administers community improvement and public services projects funded with federal Community Development Block Grant funds. It also differs from the Community Development Housing Manager which supervises and coordinates the community housing rehabilitation loan program and other programs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Advises the public about Housing Rehabilitation Loan Program; explains program rules, related regulations, procedures, and eligibility requirements.
2. Performs property inspections for homeowner rehabilitation, homebuyer, and rental housing activities; inspects and assesses the condition of residential property and structures for compliance with building codes, HUD housing quality standards, HUD property standards, lead based paint regulations and related regulations; prepares detailed construction specifications to remedy noted deficiencies.

3. Prepares construction specifications and cost estimates and bid packets for recommended rehabilitation work which conform to local building, electrical, plumbing, mechanical, zoning, fire, and other applicable regulations; meets with owner to review construction specifications and loan bidding process.
4. Requests bids from contractor for rehabilitation work; explains loan requirements, construction specifications, payment policy and bidding requirements to interested bidders; refers submitted bids to owner for final selection of contractors.
5. Reviews bids selected by owner; regulates payments to contractor upon verification of completed work.
6. Monitors construction process via on-site inspections; assists owner in resolving construction related problems; prepares change orders for approval by owner; conducts final inspection to verify that work was completed in accordance with contract and construction specifications.
7. Prepares periodic reports and maintains program paperwork and databases; maintains list of contractors for the program and verifies contractor eligibility for the program; writes and maintains master specifications, general conditions, housing rehabilitation standards and lead general conditions on database according to current codes.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: New construction and rehabilitation techniques and practices; building products, material grades and quality workmanship; construction costs estimating; construction project management; bidding-practices and construction contracts.

Working knowledge of: State of Oregon structural, mechanical, plumbing and electrical codes; DEQ regulations that relate to housing rehabilitation projects; Federal and State Lead Hazard laws and regulations; State of Oregon laws and administrative rules governing construction contracting; hazardous materials regulations; historic preservation laws and regulation; office equipment, including personal computers and software programs including word processing, spreadsheets and databases; basic math; English grammar and composition.

Skill to: Communicate clearly, concisely and effectively, both orally and in writing; negotiate and resolve owner and contractor disputes; prepare and interpret construction specifications and contract plans; prepare cost estimates for rehabilitation work; compute and analyze mathematical calculations; recognize structural deficiencies and residential code violations; inspect attics, crawl spaces and roofs of houses; read and interpret plans, specifications and contracts; research and interpret building-related codes; operate modern office equipment including a personal computer; establish and maintain effective working relationships with owners, contractors, laborers, other agency personnel, non-profit organizations, county staff and the public; travel from job site to job site within standard time limits.

### **WORKING CONDITIONS**

Duties in the field require walking, squatting, kneeling, bending, twisting, balancing, reaching, and involve exposure to confined spaces, noise, dust, slippery and/or uneven surfaces, and adverse weather conditions.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

## **POST-EMPLOYMENT REQUIREMENTS**

Possession of or ability to obtain one or more of the following certifications within six months of hire:

- State of Oregon Lead-Based Paint Renovation (LBPR)
- Uniform Physical Condition Standards (UPCS) Inspector
- International Code Council (ICC) Property Maintenance and Housing Inspector

Edited: 9/16