

SENIOR PROPERTY REHABILITATION SPECIALIST

DISTINGUISHING FEATURE OF THE CLASS:

The employees in this title provide technical expertise and administrative support to divisions responsible for the rehabilitation and reconstruction of housing and related structures. These employees perform their work independently, under general supervision. This employee must frequently perform site inspections throughout the city of Rochester, and in all types of weather. The Senior Property Rehabilitation Specialist plans and develops specifications for a variety of residential construction jobs. When assigned to Rochester Housing Authority, the Senior Property Rehabilitation Specialist will also perform contract compliance duties. Incumbents in this title may directly supervise the work of a rehabilitation crew or of Property Rehabilitation Specialists. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

- Inspects property to determine improvements necessary to return to habitable condition using knowledge of the building and property codes;
- Makes notes, calculates measurements, and draws rough sketches for needed improvements by visually observing existing structure;
- Prioritizes necessary repairs according to existing health and safety hazards, building code violations, funding limitation, and requests from management or clients;
- Reads and interprets blueprints and architectural plans when available, in order to obtain current information on structure under consideration for improvements;
- Estimates cost of improvements by applying knowledge of current rates of construction materials and labor to information gathered from inspection of project site;
- Plans and researches most efficient use of available funds by identifying costs of materials of appropriate level of quality and durability, consulting with wholesalers, suppliers, contractors, and other employees;
- Writes construction specifications and prepares them for bidding;
- Inspects progress of job periodically prior to recommending authorization of contractor's draw for the next stage of project;
- Meets with contractors when problems arise, explains proper procedures for correcting problems, and defines contract language and terminology;
- Determines when specifications can be modified so that alternate repair methods or materials may be used or when repairs not specified in the contract may be substituted, in order to avoid cost overruns, and meets with contractor and property owner to discuss changes;
- Assembles necessary paperwork for finalization of job;
- Serves as liaison between property owner and contractor during the one-year guarantee period following completion of work contract, contacting contractor if problems arise with the improvements;
- Supervises the work of a rehabilitation crew or of Property Rehabilitation Specialists.

ENTRY-LEVEL KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of fundamentals of all trade work areas: electrical, masonry, plumbing, roofing, painting, drywall and other finish work;
- Knowledge of a wide variety of construction materials, their applications, and acceptable substitution;

ENTRY-LEVEL KNOWLEDGES, SKILLS AND ABILITIES CONT.:

- Knowledge of construction terminology used in specification writing;
- Knowledge of methods of correcting hazardous conditions in residential structures;
- Knowledge of basic mathematics, including the ability to calculate square footage and volumes;
- Ability to estimate costs and develop basic residential construction specifications;
- Ability to evaluate the structural condition of existing housing and small buildings and identify rehabilitation needs and priorities;
- Ability to recognize hazardous conditions and materials in buildings;
- Ability to integrate various construction codes into building specifications;
- Ability to research product and materials costs and characteristics using information from suppliers, trade publications, contractors, and other employees;
- Ability to use tact and diplomacy, and to be firm with clients and contractors when necessary;
- Ability to be flexible in decision-making;
- Ability to represent the agency in a professional manner;
- Ability to write clearly;
- Ability to explain technical information in terms easily understood by clients and contractors of all levels of sophistication;
- Ability to read, understand, and follow administrative procedures;
- Ability to read blueprints, floor plans, and architectural drawings;
- Ability to draw basic work sketches;
- Ability to drive a motor vehicle;
- Ability to climb stairs and ladders and perform complete building inspections;
- Ability to work as part of a team;
- Good vision;
- Physical condition commensurate with the demands of the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES:

- All Entry level KSA's, **PLUS:**
- Knowledge of internal policies, procedures, and guidelines of department or division, such as purchasing, housing programs, using budgeted funds, etc.;
- Knowledge of personnel rules and regulations (e.g. union contract provisions);
- Ability to assign, direct and evaluate the work of others;
- Ability to train others on procedures and methods used on the job;
- Ability to initiate discipline in accordance with applicable policies and procedures;
- Ability to lead the work of a team, through team building.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent **AND**

A. Five (5) years of experience involved with the execution of construction contracts for residential and/or commercial rehabilitation projects. This experience must include the following:

- 1) Writing specifications and estimating costs;
- 2) Performing trade work tasks, in areas such as carpentry, electrical, plumbing, masonry, etc.;

- 3) Inspecting completed trade work for contract or code compliance;
- 4) Construction management.

AND

B. Two (2) years of experience directly dealing with customers or clients, performing tasks such as developing construction plans, explaining methods and materials, or resolving complaints. (This experience may be acquired at the same time as A above.)

NOTE: An Associate's degree in Construction Technology or related field may substitute for one (1) year of experience as defined in A above.

*Where a high school diploma is lacking, work experience requiring reading, writing, and performing arithmetic computation on a daily basis may be substituted year-for-year on a case-by-case basis.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Class D driver's license at time of appointment AND availability of a vehicle for use during working hours. This requirement must be maintained throughout employment in this title.

ADOPTED: January 12, 1999