

PROPERTY REHABILITATION SPECIALIST

DEFINITION

Under general supervision, performs a variety of detailed specialized work for Community & Economic Development Department (CED) involving commercial property rehabilitation, housing rehabilitation, disabled accessibility, and neighborhood facilities improvements. Inspects, develops scope of work and cost estimates, monitors and performs related tasks for Community Development Block Grant (CDBG) construction projects.

DISTINGUISHING CHARACTERISTICS

This is a journey level class responsible for the construction phase of CED projects. Work involves inspection, cost estimating and construction monitoring of single family and multi-family rental and owner occupied dwelling units as well as offices and other public facilities owned and/or operated by for-profit and non-profit organizations. This position is responsible for providing program participants with technical assistance regarding development of scope of work, selection of contractors and/or architects and project monitoring.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Community Planning and Economic Development Administrator. Responsibilities may include directing and reviewing the work of assigned personnel.

EXAMPLE DUTIES-Duties may include but are not limited to:

1. Inspects residential structures, commercial buildings and public facilities to identify code violation and general property improvements that are eligible expense items that qualify for Community Development Block Grant funds or other CED loan/grant programs.
2. For each inspected property, develops deficiency list and writes scope of work that specifies repairs to remedy code problems and/or general property improvements which include detailed specifications of amount, type and grade of material.
3. Works with City planners, plan checkers, architects and/or engineers to ensure that plans reflect City's planning and building guidelines.
4. For each item of the scope of work, develops detailed cost estimates used to identify the appropriate range of contractors' bids.

5. Conducts formal bidding process and ensures adherence to federal and City requirements.
6. Conducts "walk-thru" of properties to be rehabilitated, reviews scope of work with contractors, answers questions, addresses concerns and makes changes, if appropriate.
7. Evaluate contractor bids to determine whether bids meet requirements of the scope of work, are reasonable and have appropriate cost.
8. Reviews and monitors the work of project consultants.
9. Provides assistance and helps find resolution when parties are in conflict.
10. Provides technical assistance to home owners/agencies, who have questions about contractor bids and/or references.
11. Conducts pre-construction conference with home owners/agencies and contractors to review scope of work, sign contract documents, and finalize construction timelines.
12. Conducts progress inspections of work to determine whether work is in compliance with the scope of work, specifications and program's Grades and Standards.
13. Authorizes all progress and final payments for work completed of both permit and non-permit work that meets program standards.
14. Reviews property maintenance guidelines with home owners/agencies to ensure that rehabilitated property will be properly maintained after work has been completed.
15. Inspects property during warranty period to identify any problems that have to be addressed prior to the warranty expiration date.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Uniform Building Code, Housing, Plumbing, Mechanical, and Electrical Codes.
- B. Appropriate materials, methods, techniques and standards used in building, plumbing, and electrical construction.

Ability to:

- A. Deal effectively and tactfully with property owners and managers, tenants, City staff, contractors and general public.
- B. Be firm but fair.
- C. Work without direct supervision and exercise independent judgment.
- D. Read and interpret Uniform Building Code, Housing, Plumbing, Mechanical, and Electrical Codes.
- E. Read and interpret building plans, blueprints, and specifications.
- F. Understand and interpret CDBG regulations and requirements related to rehabilitation and new construction projects.
- G. Express oneself clearly in spoken and written communication with individuals and groups.
- H. Monitor construction projects, identify and resolve problems occurring at all phases of the construction process.
- I. Perform physical aspects of inspection.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of full time work experience as a level equivalent to that of a Property Rehabilitation Specialist in the City of Hayward and experience must have included specification writing and construction management;

OR

Three years of onsite construction management experience. Experience must include specification writing;

OR

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Four years of progressively responsible experience in a variety of building construction work, property/housing rehabilitation program or related field, including two years in a supervisory capacity. Experience must include specification writing.

Education:

Equivalent to completion of the twelfth grade.

License or Certificate: Possession of a valid Class C California Driver License upon employment. Possession of a general contractors license is highly desirable.

Probation Period: One year.

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AAP Group: 5

FPPC Status: Designated

FLSA Status: Exempt