

CITY OF HAYWARD

SENIOR PROPERTY REHABILITATION SPECIALIST

DEFINITION

Under general supervision, supervises all of the Community & Economic Development Department's (CED) property rehabilitation programs, including commercial property rehabilitation, multifamily rehabilitation, minor home repair, housing rehabilitation, disabled accessibility, and neighborhood facilities improvements.

DISTINGUISHING CHARACTERISTICS

Work involves supervising the loan and rehabilitation processes, including inspection, cost estimating, loan processing and construction monitoring of single family and multifamily 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, as well as supervising technical assistance provided to program participants 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 include supervising program and clerical personnel working in all of the City's property rehabilitation programs and meeting program performance goals.

ESSENTIAL DUTIES

Duties may include, but are not limited to:

1. Tracks and monitors program(s) performance; makes recommendations for program improvements.
2. Supervises all professional/technical and clerical staff.
3. Manages program budgets to ensure that all expenditures are appropriate and within budget.
4. Prepares HUD reports.
5. Manages process for updating programs' operating procedures, status reports and all program materials, including those for contractors, owners and lenders.
6. Inspects residential structures, commercial buildings and public facilities to identify code violations and general property improvements that are eligible expense items that qualify for Community Development Block Grant (CDBG) funds or other CED loan/grant programs.

7. 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.
8. Works with City planners, plan checkers, architects and/or engineers to ensure that plans reflect City's planning and building guidelines.
9. Supervises loan processor and Property Rehabilitation Specialists:
 - reviews scopes of work and detailed cost estimates used to identify the appropriate range of contractors' bids;
 - ensures that all federal and City requirements are met;
 - ensures that loans are appropriately packaged and closed;
 - oversees construction management activities and contractor payments.
10. Provides assistance and helps find resolution when parties are in conflict.
11. Provides technical assistance to property owners/agencies who have questions about the programs.
12. Conducts Davis-Bacon pre-construction conferences with property owners /agencies and contractors to review scope of work, sign contract documents, and finalize construction timelines.
13. Authorizes all progress and final payments for work completed of both permit and non-permit work that meets program standards.

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.
- C. Real estate financing principles and practices.

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:

Four years of full-time work experience at a level equivalent to that of a Property Rehabilitation Specialist in the City of Hayward and experience must have included lead assignments for various projects.

- OR -

Three years of on-site construction management experience, including two years in a supervisory capacity. Experience must include specification writing;

- OR -

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 plus additional coursework in related field.

License or Certificate:

Possession of a valid Class C California Driver's License upon employment. Possession of a general contractor's license is highly desirable.

SPECIAL REQUIREMENT: Essential duties require the following abilities: ability to work in a standard office environment; perform various physical activities on a continuous basis including sitting, standing and walking. Must be available for overtime work.

Probationary Period: One year.

673

June 2002

AAP Group: 5

FPPC Status: Designated

FLSA Status: Exempt