

HOUSING REHABILITATION SPECIALIST – GRANT-FUNDED

JOB DESCRIPTION

Classification Responsibilities: A Housing Rehabilitation Specialist – Grant-Funded is assigned to either Housing Rehabilitation Inspections or to Housing Rehabilitation Administration, and performs specialized office and/or field work involving planning, implementing, and coordinating housing rehabilitation activities for Housing and Community Development, which involves regular (single-family, owner-occupied) rehabilitation, emergency rehabilitation, and rental rehabilitation projects. This class utilizes human relations skills for working with homeowners, rental property owners, and contractors, as well as administrative skills for complying with federal requirements and preparing related reports, forms, and documents, including those required by Housing and Urban Development (HUD) and the Department of Labor (DOL). Although there are two designated assignments for the Housing Rehabilitation Specialist position, these duties assigned are subject to cross training and/or rotation to best meet the needs of the Division.

The responsibilities for the *Inspections Assignment* include: inspecting housing structures, which involves the interpretation of building codes; determining suitability of housing structures for rehabilitation/remodeling; preparing work write-ups and specifications, cost estimates, and change orders for rehabilitation work by contractors; coordinating the contractor bidding process and negotiating performance of work with selected contractors; and monitoring wage compliance with the Davis-Bacon Act. This class provides lead direction and functional supervision to Housing maintenance staff and contractors.

The responsibilities for the *Administration Assignment* include: explaining the housing rehabilitation program; assisting clients with and processing their rehabilitation applications; determining the homeowners eligibility for the rehabilitation program and qualifying them for loans based on their ability to repay; determining whether monthly payment plans or permanent liens are more appropriate; working with the City's Financial Services Department to establish loan payment plans; preparing contracts, deeds, liens, lien releases, and other legal documents; meeting with rehabilitation clients to review, sign, and record necessary legal documents; counseling clients and revising payment plans or subordinating the City's liens to allow clients to refinance loans or to obtain second mortgages; establishing and maintaining project files to ensure documentation complies with HUD requirements and City regulations; working with other Departments involved in the implementation of the housing rehabilitation program; communicating with, and referring clients to, other local social service agencies for non-housing assistance; explaining rehabilitation programs to housing contractors, developers, lenders, and mortgage and title companies; and preparing related reports. This class performs related duties as required.

Distinguishing Features: Supervision is received from the Community Revitalization Coordinator who reviews work through conferences and results achieved. This class is FLSA nonexempt. This classification has been designated as a non-classified, non-merit system, at-will position.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) full-time experience in the administration of housing programs or as a building contractor, building inspector, or similar position, including preparation of plans, specifications, and cost estimates.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. An International Code Council (ICC) certificate and/or graduation from an accredited college or university with an Associate's Degree in Engineering Technology, Structural Design or Drafting, Building Inspection, or a closely related area is preferred. Bilingual (English/Spanish) speaking skills are highly desirable. Certification through the National Association of Housing and Redevelopment Officials (NAHRO) is also highly desirable.

ESSENTIAL FUNCTIONS

Inspections Assignment:

Communication: Communicates with the general public, other City employees, vendors, management, public officials, property owners, and contractors in order to perform inspections; apply for permits and service changes or installations; and implement changes in building codes and regulations. Instructs and/or trains Housing maintenance staff and contractors. Prepares written documents such as: work write-ups, change orders, environmental reports, permit applications, and correspondence with clearly organized thoughts in order to communicate with contractors and homeowners; obtain cooperation and involvement of other City departments; and change, support, or terminate contracts.

Manual/Physical: Reviews the work products of contractors through field inspections for compliance with standard operating procedures (SOPs), federal regulations (example: HUD, DOL, and the Davis-Bacon Act), state and county regulations, and industry standards. Inspects, monitors, and evaluates construction and remodeling work, work-related conditions, and behavior of contractors (general and subcontractors) hired by the City to determine compliance with HUD and DOL regulations, the Davis-Bacon Act, Occupational Safety and Health Administration (OSHA) guidelines, and industry standards and codes. Distinguishes colors in order to identify electrical wires and color code requirements for conducting electrical inspections. Detects natural gas leaks, toxic gases, or other hazardous materials while conducting inspections of buildings to evaluate gas and plumbing systems. Detects traffic sounds when working near moving traffic and backup warning devices when working around moving construction equipment. Operates a motor vehicle (sedan or small truck) requiring a standard Class D Arizona Driver's License to conduct inspections. Uses common hand tools such as hammer, screwdriver, pliers, and amp meter to access and inspect electrical, mechanical, and plumbing equipment

for code compliance and installation. Operates a variety of standard office equipment such as: a personal computer (PC), printer, telephone, voicemail, facsimile (fax) machine, and copy machine to produce work write-ups, change orders, reports, and correspondence. Prepares and/or updates schedules, graphs or similar charts to prepare; and organize and track construction projects, schedules, and progress. Moves objects such as ladders and works in small, cramped areas in order to access roof and attic areas for inspections. Works in a variety of weather conditions while performing inspections.

Works at elevated levels greater than 10 feet while performing inspections. Uses appropriate personal protective equipment (PPE). Meets scheduling and attendance requirements.

Mental: Prioritizes and assigns own work write-ups and field inspections. Resolves procedural, operational, and/or other work-related problems such as contractor/homeowner disputes, permit and zoning issues, and warranty interpretations and actions. Coordinates housing rehabilitation work activities with other City departments, contractors, and other agencies. Provides input related to department or program short- and long-term objectives and administrative plan. Conducts research to update procedures and construction practices for compliance with codes and standards. Performs mathematical calculations, cost analysis, and related activities such as cost estimation. Comprehends and makes inferences from code books, zoning ordinances, work specifications, and manufacturer specifications, and understands and interprets blueprints, schematic drawings, and layouts to ensure compliance and proper installation of material and equipment. Estimates labor and/or material costs from blueprints or other work plans such as work write-ups, manufacturer instructions or specifications, and drawings to establish construction methods and estimate costs. Learns job-related material through on-the-job training and in a classroom setting regarding HUD and DOL regulations, administrative plans and procedures, code changes, and new building materials or techniques.

Administration Assignment:

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, federal agency officials, lenders, and title companies in order to answer questions, verify ownership, qualify owners for programs, establish loan payment plans or permanent liens, subordinate liens, and report rehabilitation activities. Prepares written documents such as correspondence, liens and lien releases, loan payment plans, and reports to explain housing programs; communicate financing and payoff information with homeowners, title companies, and lenders; or report on funding and program activities.

Manual/Physical: Operates a variety of standard office equipment such as: a personal computer (PC), printer, voicemail, fax machine, and copy machine to produce reports, documents, and correspondence, distribute documents, collect data on units rehabilitated, and track liens and releases. Conducts home visits for application process. Enters data or information into a PC in order to track projects, collect data, prepare management reports, and report housing program activity. Prepares mailings to provide communication for housing rehabilitation programs. Sorts, files, and distributes materials such as recorded liens, project files, memos, letters, etc. Inspects, monitors, and or evaluates information to determine compliance with standards, regulations, guidelines (example: workmanship standards, program standards, HUD guidelines, Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) guidelines). Operates a motor vehicle requiring a standard Class D Arizona Driver's License to make home

visits, investigate client and/or contractor complaints. Prepares and/or updates maps, schedules, graphs, or chart in order to complete federal and local reports. Meets scheduling and attendance requirements.

Mental: Prioritizes own work. Resolves procedural, operational, and other administrative issues by identifying problems, communicating with other staff, and researching and implementing solutions. Coordinates work activities, program functions, and other tasks with other City departments, other cities, other housing agencies, public agencies, social services agencies, lenders, and title companies to coordinate housing programs and activities and to implement the Revolving Loan Program. Conducts research and analyzes data for home ownership, units rehabilitated, and contractor activity to adapt programs to citizens' needs; monitor contractors' performance; and tracks program progress. Performs mathematical calculations, statistical computations, and financial analysis to determine deferred payment loans and payoffs. Comprehends and makes inferences from written materials such as the Housing Services Administrative Plan, HUD guidelines, state laws, City codes to establish guidelines for participation and to administer the housing rehabilitation programs. Learns job-related material through on-the-job or classroom training regarding HUD guidelines, mortgage banking practices, computer programs, etc.

Knowledge and Abilities:

Inspections Assignment:

Knowledge of:

the Uniform Building Code (UBC) and International Code Council (ICC), which covers the fire, life, and structural safety aspects of all buildings and structures;

the UBC Standards, which contain national test materials and special design standards referenced in the UBC;

the Uniform Mechanical Code (UMC), which provides the requirements for the installation and maintenance of heating, ventilating, cooling, and refrigeration systems in buildings and other structures;

the Uniform Plumbing Code (UPC), which applies to the installation and maintenance of plumbing systems and materials and provides requirements and standards for the protection of public health, safety, and welfare;

the National Electrical Code (NEC), which covers the installation and maintenance of electrical systems, equipment, and materials within or on buildings or other structures;

HUD policy and housing regulations;

basic construction contract laws such as liens, lien releases, and warranty laws;

federal, state, and local requirements pertaining to federally-assisted housing rehabilitation programs;

OSHA guidelines;

the Davis-Bacon Act as it pertains to prevailing wages;

generally accepted procedures for contract administration, including cost estimation, specification preparation, and bid letting;

socioeconomic problems and needs of low income families and individuals, including the elderly and disabled;

community resources and referrals;

the City of Mesa's housing program jurisdiction; and
supervisory practices.

Ability to:

use innovation in changing poor functional structure design through the most economical approach;
review plans and specifications with building inspectors;
prepare scope of work to specify the deficiencies to be corrected;
coordinate and mediate between the homeowner and the contractor;
assist investors or owners in applying for loans or other financial assistance;
develop good working relationships with construction contractors, building materials vendors, and low-income clients;
enable clients to retain their dignity and self-esteem when circumstance requires their accepting City and federal housing rehabilitation assistance; and
work as a team member with other Housing and Community Development staff.

Administration Assignment:

Knowledge of:

HUD policy and housing regulations;
federal, state, and local requirements pertaining to federally-assisted housing rehabilitation programs;
basic construction contracts and related documents such as liens, lien releases, subordinations, Deeds of Trust, etc.;
loan packaging and mortgage financing procedures;
generally-accepted procedures for contract administration;
socioeconomic problems and needs of low-income families and individuals, including the elderly and disabled;
community resources and referrals; and
the City of Mesa's housing program jurisdiction.

Ability to:

properly interpret, and make decisions conforming to, regulations and policies;
complete recurring assignments independently and without specific instruction;
maintain complex records and prepare accurate reports from such data;
assist homeowners in applying for loans or other financial assistance;
develop good working relationships with title companies, construction contractors, and low-income clients;
enable clients to retain their dignity and self-esteem when circumstance requires their accepting City and federal housing rehabilitation assistance; and
work as a team member with other Housing and Community Development staff.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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