HOUSING REHABILITATION SUPERVISOR GRANT-FUNDED

JOB DESCRIPTION

Classification Responsibilities: A Housing Rehabilitation Supervisor– Grant-Funded serves as a working supervisor responsible for planning, supervising, coordinating, and directly supporting the implementation and operation of the City's Emergency Rehabilitation Program and other assigned housing rehabilitation activities. Duties include: acting as a technical expert for the rehabilitation program and resolving problems and issues; interpreting building codes; conducting initial, progress, and final field inspections; identifying eligible repairs and developing scopes of work in alignment with the program guidelines and federal regulations; preparing plans, detailed technical specifications, and independent cost estimates for contractor-performed rehabilitation work; coordinating bidding and contractor selection; monitoring construction progress, workmanship, change orders, and project closeout; coordinating and documenting environmental reviews and required clearances; maintaining compliance with applicable environmental and federal requirements throughout the project lifecycle; ensuring rehabilitation projects are competitively bid and procured in accordance with applicable federal regulations, grant requirements, and City policies; ensuring compliance with Federal lead-based paint requirements applicable to federally assisted housing, including HUD's Lead Safe Housing Rule, EPA's Renovation, Repair and Painting Rule, lead-hazard evaluation and reduction, lead-safe work practices, occupant notification, clearance examinations, documentation, recordkeeping, and ongoing compliance; assisting clients with and processing their rehabilitation applications; determining the homeowners' eligibility for the rehabilitation program; preparing contracts, liens, lien releases, and other legal documents; meeting with rehabilitation clients to review, sign, and record necessary legal documents; counseling clients and reviewing documentation for 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 areas within the department and the City, including Code Compliance and Development Services, 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 the emergency rehabilitation program to housing contractors, developers, lenders, and mortgage and title companies; overseeing the expenditures of the federal grant funds; and preparing related reports and tracking mechanisms. This class plans, directs, supervises, and evaluates assigned staff and performs specialized technical office and field work to plan, implement, and complete emergency and regular single-family, owner-occupied housing rehabilitation projects for the Housing and Community Development Division. The class assigns work, trains, coaches, and evaluates Program Assistants and Housing Rehabilitation Specialists assigned to the Emergency Rehabilitation Program; and ensures program activities, documentation, and service delivery comply with applicable federal and program requirements, construction standards, schedules, and budgets.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Supervision is received from the Housing and Community Development Administrator, who reviews work through conferences, reports, and results achieved. The employee exercises considerable independent judgment in managing program operations, supervising assigned employees, and performing technical field and construction-administration duties. This class is FLSA exempt-administrative.

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 a GED. Extensive (five years or more) full-time experience in the housing construction or administration of construction rehabilitation programs, including experience in the construction field such as preparing plans, specifications, and cost estimates; conducting inspections; and project management. At least one year of lead or supervisory experience.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Bilingual (English/Spanish) speaking skills are highly desirable. Graduation from an accredited college or university with an Associate's Degree in Business Administration or a closely related area is preferred. Experience as a building contractor, building inspector, or similar position. Experience with managing projects utilizing federal funds and regulations.

ESSENTIAL FUNCTIONS

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. Instructs and trains subordinates or others on housing rehabilitation requirements, guidelines, and procedures. Prepares written documents such as scopes of work, plans, technical specifications, independent cost estimates, bid documents, inspection reports, change orders, punch lists, correspondence, liens and lien releases, loan payment plans, and program reports. Explains technical requirements, inspection findings, corrective actions, schedules, financing and payoff information, and program requirements to homeowners, contractors, title companies, lenders, staff, and other stakeholders.

Manual/Physical: Reviews the work of others to ensure compliance with the program guidelines and all federal regulations. 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 and field inspections during application review and throughout construction. Inspects residential properties to document existing conditions; determine eligible health, safety, accessibility, code, and building-system repairs; take measurements and photographs; develop project scopes; and verify quantities and site conditions. Conducts home visits and field inspections during application review and throughout construction. Inspect residential properties to document existing conditions; determine eligible health, safety, accessibility, code, and building-system repairs; take measurements and photographs; develop project scopes; and verify quantities

and site conditions. Use 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. 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). Conducts progress, change-order, complaint, punch-list, and final inspections to evaluate contractor workmanship and compliance with approved plans, specifications, codes, program standards, schedules, and contract requirements; documents deficiencies; directs corrective work; and verifies satisfactory completion before recommending payment and project closeout. Enters data or information into a PC in order to track projects, collect data, prepare management reports, and report 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. Reviews project records, inspection results, contractor documentation, and staff work to determine compliance with workmanship standards, program requirements, HUD guidelines, CDBG requirements, and applicable federal, state, and local regulations. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to make home visits, conduct field inspections, and investigate client and/or contractor complaints. Prepares and/or updates maps, schedules, graphs, or charts in order to complete federal and local reports. Meets scheduling and attendance requirements.

Mental: Manages the day-to-day operations of the Emergency Rehabilitation Program and organizes and directs the activities of assigned staff. Balances supervisory responsibilities with an active technical caseload of rehabilitation projects. Prioritizes personal and program work; establishes schedules and performance expectations; reviews work products; provides technical direction; and supervises and evaluates staff performing office 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. Analyzes program, project, inspection, construction-cost, and contractor-performance data to allocate resources, manage workloads, identify trends, and adapt programs to citizens' needs; monitor contractors' performance; control project scope, cost, schedule, and quality; and track program progress. Performs mathematical calculations, statistical computations, financial analysis payoffs, and budgets. Provides input related to the rehabilitation program budgets. Comprehends and makes inferences from written materials such as the Annual Action Plan and Consolidated Annual Performance Evaluation Report, HUD guidelines, state laws, and 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:

Knowledge of:

HUD policy and housing regulations;
federal environmental review requirements applicable to HUD-assisted activities, including required documentation, determinations, clearances, mitigation measures, and ongoing compliance;
federal procurement standards and competitive-bidding requirements applicable to grant-funded

rehabilitation projects, 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.;
federal lead-based paint requirements applicable to federally assisted housing, including HUD's Lead Safe Housing Rule, EPA's Renovation, Repair and Painting Rule, lead-hazard evaluation and reduction, lead-safe work practices, occupant notification, clearance examinations, documentation, recordkeeping, and ongoing compliance;
generally accepted procedures for residential construction, administration, including property-condition assessment, scope development, plan and specification preparation, cost estimating, bidding, contractor selection, progress and final inspections, change-order review, payment verification, and project closeout;
residential construction methods, materials, building systems, workmanship standards, and the International Building Code (IBC) and other applicable codes addressing fire, life-safety, accessibility, structural, mechanical, electrical, and plumbing conditions;
loan packaging and mortgage financing procedures;
socioeconomic problems and needs of low-income families and individuals, including the elderly and disabled;
community resources and referrals;
City of Mesa's housing program jurisdiction; and
principles and practices of program management, workload planning, employee supervision, training, performance evaluation, and quality assurance.

Ability to:

interpret and apply regulations, policies, construction documents, and technical standards;
make sound decisions consistent with program requirements;
independently plan and complete recurring assignments;
maintain complex project and program records and prepare accurate reports from such data;
develop effective working relationships with title companies, construction contractors, low-income clients, staff, and partner agencies;
inspect residential properties;
identify deficiencies and eligible repairs;
prepare clear scopes of work, plans, specifications, and cost estimates;
evaluate bids and change orders;
monitor construction quality and progress;
document inspection findings;
resolve field issues and verify project completion;
enable clients to retain their dignity and self-esteem when circumstance requires their accepting City and federal housing rehabilitation assistance;
lead and develop assigned employees;
plan and assign work;
monitor workloads, schedules, budgets, and performance;
provide technical guidance;
resolve operational issues; and
work collaboratively with other Community Services 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 does 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.

Revised 11/26
TC/js/ah

CS4872.DOCX	PAY GRADE: 53
EEO-Tech	IND-9410
JOB FCTN-TEC	SWORN-No
Non-DOT Safety and Security- N	Non-DOT
Random- N CDL- N	DOT- N
RESP- N	INCREMENTS 52-200