

REHABILITATION SPECIALIST

Department: Planning and Development

Division: N/A

Appointing Authority: Mayor

Grade: S3

Revision Date: 1/10

Bargaining Unit: S

Definition

Responsible for routine, semi-complex or complex administrative, technical, and customer service work related to the development, interpretation and enforcement of all aspects of housing rehabilitation projects; all other related work as required that is logical to the position.

Supervision

Works under the general supervision of the Director and the administrative direction of the Grants Administrator within policies established by the Mayor.

Has no supervisory duties, may direct program assistant activities. Works collaboratively with other departments such as Town Planner and Chief Procurement Officer in the procurement of architects, engineers, contractors, etc. for Planning, Design and Construction projects.

Job Environment

Perform highly responsible duties of a technical nature requiring considerable exercise of judgment in the application, interpretation and compliance with building codes, zoning and health codes, and town by-laws and state and federal laws and requirements.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion and relations; confusion and delay, lower standards of service for the town, or may cause legal or financial repercussions, or could result in damage to property or endanger public safety.

Makes continual or frequent contacts with the general public, builders and property owners, other departments and officials sometimes on short notice at the request of Town Boards or Commissions, outside agencies, other governmental organizations. Communication is by means of telephone, personal discussion, and correspondence.

Office work is performed under typical conditions by operating computers, calculators, and other office equipment. Noise level is usually quiet to moderate. Some duties require field work which may involve walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise and other associative field conditions. Occasional exposure to chemical and biological hazards requiring exercise of proper safety precautions. Must drive self or have transport to and from field sites.

Has access to department-related confidential information. Has some access to highly confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Essential Functions (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Manage multiple housing rehabilitation projects simultaneously including identification of code compliance problems, development of work specifications, approval of work performed and approval of payment requests and compliance with multiple agency regulations and guidelines.

Responsibilities and duties include to inspect designated homes to determine eligible rehabilitation/weatherization work to be undertaken; to oversee or conduct energy efficiency analysis and cost/benefit for efficiency savings over anticipated time periods.

To identify violations of federal, state and local building and sanitary codes and Lead Law regulations and Title V regulations; to review lead risk assessment and reports from Lead Inspection Specialists.

To prepare cost estimates of work to be performed as part of the housing rehabilitation program; including to review contractor bids and/or material price lists to determine cost reasonableness and accuracy; to inspect work progress and prepare change order documentation for approval; to perform interim and final inspections prior to progress or final disbursements.

To file necessary written reports and work evaluations; to disseminate program information to homeowners and contractors interested in program participation and to assist participants as they proceed through the program.

To prepare contract specifications and work write-ups for HUD, CDBG, HOME and HPG housing rehabilitation programs, septic repair programs, MHFA "Get the Lead Out" and HILP programs for grant and loan programs.

To prepare work list packets for CDBG, HOME and HPG programs; to assist in preparation of contract documents for all programs; to assist in loan closings for all programs, to assist in payroll monitoring.

To maintain contractors list for above programs including reference checks, license checks and data entry; to monitor and report on all individual projects in progress and to serve as intermediary between contractors and homeowners; to serve as first mediator/intervener in contractor/homeowner disputes.

Confer with builders, architects, engineers, property owners and program participants regarding requirements, application, and other related matters; perform walk-through with contractors.

Recommended Minimum Qualifications: (Any combination of education and experience that would have provided the required knowledge and skills that enables performance of all aspects of the position is qualifying.)

Education and Experience: Position requires broad knowledge of building construction or housing rehabilitation or code enforcement, preferably in residential construction and remodeling as a construction supervisor or contractor; and from three (3) to five (5) years of experience in the supervision of building construction or design including the general knowledge of the accepted requirements of building construction, fire prevention, light, ventilation and safe egress. Construction Supervisor's license desirable.

Knowledge, Ability and Skill: Knowledge of Massachusetts Building and Health Codes, 780 CMR and 105 CMR, standard practices for residential construction, as well as basic knowledge of specialized fields, including issues involved with lead paint and other hazardous materials, electrical and plumbing codes; ability to write reports; to prepare, interpret and understand plans and specifications; duties require working knowledge of town operations, by-laws, state and federal laws and regulations.

Possess interpersonal skills to deal as coordinator between homeowners and contractors, within constraints of program and regulatory limits; ability to work collaboratively in an effective manner and to establish and maintain good working relations with the other town officials; ability to deal with the general public in a tactful and helpful manner; ability to communicate clearly in oral and written form; must be well versed in diplomacy and negotiations skills and be able to maintain a sense of humor. Ability to work effectively under time constraints to meet deadlines.

Ability to operate a personal computer utilizing Microsoft windows environment and programs required, and to operate a keyboard and standard office equipment at efficient speed; ability to work on and prioritize several on-going tasks.

Ability to perform routine but skilled and responsible functions requiring knowledge of departmental operations and the exercise of appropriate judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Ability to compute cost estimates and to prepare material specifications in the construction field; to maintain accurate and detailed records and to prepare reports from same; skill in computer applications; ability to organize clerical and statistical records. Must be positive, diligent and punctual; ability to work cooperatively with colleagues and supervisors. Must perform all aspects of job responsibilities with honesty and integrity.

Working knowledge and the ability to comprehend the full scope of departmental activities and policies, and the ability to independently initiate actions and make decisions in support of those policies; ability to do legal research and provide results to Supervisors.

Physical Requirements: Able to gain access to construction sites. Some physical effort needed to work over rough terrain and variations of heights. Exposure to severe weather conditions is required. Numerous safety hazards are encountered with on-site inspections, working around disturbed soil due to newly dug excavations; must work around and use temporary supported structures such as stairways, trash chutes, newly placed concrete or steel walls, floors and roofs; erecting of pre-cast concrete plans, bar joists; working around heavy machinery in motion and inspecting fire damaged buildings.

Minimal physical effort required in performing duties under typical office conditions. Ability to operate a keyboard. Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 25 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus, ability to distinguish color in graphs, charts, etc.; hearing ability requirements include ability to interact with the public, elected or appointed officials and outside organizations.

Special Requirements: Unrestricted Massachusetts Construction Supervisor’s License; a valid driver’s license; ability to attend occasional evening meetings or perform work at nights or on weekends if necessary.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Human Resources Director

Date
Revision History: Initial 1.10

Department Head

Mayor