

HOUSING REHABILITATION SPECIALIST

PURPOSE AND NATURE OF WORK

The work of this class involves planning, organizing, coordinating and supervising housing rehabilitation projects. Incumbents in this class are responsible for determining what work will be done and whether it will be done in-house or by sub-contractors. Additional responsibilities include estimating the total project cost and overseeing the project to ensure that all work is completed in a timely fashion in accordance with Housing Code specifications. General supervision is exercised over a crew of carpentry personnel and sub-contractors, and position reports to the Community Development Grants Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises a crew of carpenters and sub-contractors to ensure the desired results within budgetary constraints. Prepares and analyzes bids for sub-contractors and coordinates their work to avoid costly delays. Maintains a small warehouse of basic building materials which involves material purchase, inventory, in-house pricing for invoices, and preparing proper budget documents to facilitate proper funding of materials. Examines buildings to be rehabilitated under the program and determines what needs to be done, and the feasibility of such work within the budgetary constraints for a single project. Measures room sizes, checks plumbing, electrical and structural aspects of the building and writes up an evaluation with a cost estimate. Keeps necessary records and prepares required project documents and reports. Inspects completed projects and arranges for any necessary warranty work. Explains the rehabilitation financing procedure to homeowners and obtains necessary signatures on loan contracts and other documents.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of Lafayette Consolidated Government building codes.

Considerable knowledge of construction methods and materials.

Knowledge of the City-Parish Housing Code and related laws and ordinances.

Knowledge of structural rehabilitation methods.

Ability to coordinate and supervise the work of carpenters, and electrical and plumbing sub-contractors.

Ability to establish and maintain effective working relationships with building owners and occupants, other employees and sub-contractors.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by vocational course work in the building trades and experience in housing and building construction work, including some supervisory experience which involved cost estimation and analysis; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Must be approved by the Louisiana Department of Environmental Quality (DEQ) as a Lead-based Paint Inspector within six months of employment.