



City of Phoenix

HOUSING REHABILITATION SPECIALIST

JOB CODE 08710

Effective Date: 09/93A

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform technical work in the inspection of substandard structures and the preparation of specifications for rehabilitative and remodeling work. Work includes making physical assessments and cost estimates; assisting in developing plans and specifications; conducting inspections to monitor contractors' compliance with plans, specifications, codes, and workmanship standards; and assisting owners and occupants throughout the rehabilitative process. Work is performed under the general supervision of the Housing Rehabilitation Supervisor or Housing Development Manager.

ESSENTIAL FUNCTIONS:

- Inspects residential and/or commercial structures to determine rehabilitative work required to correct property rehabilitation standards or construction code deficiencies;
- Prepares plans and specifications for rehabilitative or remodeling work on residential and commercial structures;
- Prepares cost estimates of rehabilitation or remodeling work required for competitive bidding;
- Inspects construction and rehabilitation projects for compliance with workmanship standards, specifications, codes, property rehabilitation standards, contract conditions, and progress payment disbursements;
- Evaluates change orders for cost to insure most effective use of funds;
- Assists contractors and owners with the interpretation of specifications, standards, codes, and contract conditions;
- Prepares work change orders when any change is required in the job specifications and ensures that contractors comply with the change orders;
- Reviews contractors pay requests;
- Authors and presents written and oral reports;
- Reviews plans and specifications with property owners, contractors, and building inspectors;
- Gives technical assistance to owners and occupants on all phases of construction;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.



City of Phoenix

Required Knowledge, Skills and Abilities:

Knowledge of:

- Building, zoning, and property rehabilitation standard codes.
- The techniques and methods of computing cost estimates and preparing material specifications in the construction field.
- Existing structural architecture.
- Building materials and their limits, uses, and applications.
- The construction industry.
- Inspection techniques.

Ability to:

- Prepare, interpret, and understand specifications, plans, contractors pay requests, and contracts.
- Work cooperatively with other City employees, contractors, owners, occupants, and builders, often under difficult circumstances.
- Prepare project priority lists for jobs as assigned.
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Use graphic instructions such as blueprints, layouts, or other visual aids.
- Estimate labor or material costs from blueprints or work plans.
- Work safely without presenting a direct threat to self or others.
- Observe or monitor objects, or people's behavior to determine compliance with prescribed operating or safety standards.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Enter data or information into a terminal, PC, or other keyboard device for compilation by budget analysts.
- Develop innovative ways to change poor functional structural designs utilizing the most economical approach.
- Work independently using sound judgment.
- Perceive the full range of the color spectrum.
- Measure distance using a tape measure or other measuring device.
- Coordinate the movement of more than one limb simultaneously.
- Climb ladders or steps to reach objects.
- Work at heights greater than ten feet.
- Travel across rough, uneven, or rocky surfaces.
- Work in a variety of weather conditions with exposure to the outdoor elements.

Additional Requirements:



City of Phoenix

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in construction or construction inspections and determination of compliance with applicable codes. Other combinations of experience and education that meet the minimum requirements may be substituted.