

MAJOR FUNCTION

This is professional, technical, and administrative work assisting with the implementation of affordable housing rehabilitation and repair programs funded by federal, state, and local government. This employee performs inspections to determine cost estimates and materials specifications necessary for housing repair, inspects projects to ensure housing quality standards, and monitors home ownership and rental housing activities to ensure compliance with all programmatic requirements. Work involves public contact and demonstration of knowledge of federal, state, and local housing assistance standards and regulations. Work is performed under the general supervision of the Housing Manager. Work is performed with some degree of independence and is reviewed through observation, consultation, and reports submitted.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists with new housing, construction, redevelopment, and preservation projects including coordinating subrecipient and contractor activities. Provides interpretation of state, federal and local requirements, and regulations. Handles customer referrals and acts as client liaison reviewing scopes of work and alternatives with property owners. Prepares scopes of work for housing rehabilitation, new construction, or lead reduction activities following survey of property to determine required repairs, reconstruction, or lead abatement necessary. Prepares cost estimates, drafts work write-ups, and bid packages. Keeps up-to-date records on the status of each case assigned. Conducts inspections of construction and rehabilitation activities while work is in progress to ensure conformance to specifications and to review draw requests. Monitors budget expenditures and funding for all programmatic activities for sufficiency and accuracy. Assists with the preparation of environmental reports, lead hazard risk assessments, radon testings, and other inspection reports.

Other Important Duties

Participates in training programs to increase skills. Provides technical assistance to other divisions as needed. Performs related work as required. Performs essential personnel duties during emergency response.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of housing and community development programs, federal and state grants, loans, and public/private partnerships for the development of affordable housing. Knowledge of construction methods, construction contracting, management and financing. Knowledge of housing pre-development requirements, including design, construction requirements and economic feasibility issues. Ability to communicate effectively, clearly, and concisely both orally and in writing. Skills in public relations, customer service, and communication. Ability to read architectural and construction drawings and plans. Ability to interpret construction budget details and scheduling requirements. Technological skills with online programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business administration engineering, public administration, real estate, urban planning, housing construction, housing, or a related field and two years of technical experience that includes real estate development, construction, alteration or repair work; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Must obtain one of the following certifications within six months of appointment, as a condition of continued employment: Lead Inspector certification, Risk Assessor certification, Lead Abatement Supervisor, EPA Renovate Right Practices, and/or Work Safe Lead Practices certifications.

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