

## **REHABILITATION SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This work involves responsibility for conducting field inspections of properties and the development of specifications and cost estimates for all property rehabilitation projects under the Federal Rental Rehabilitation Program and Community Development Block Grant housing rehabilitation programs. The work is carried out in accordance with established policies and procedures and inspections are made to assess rehabilitation needs of structures and to monitor progress of ongoing rehabilitation. Work is performed under the direct supervision of a higher level administrative employee with wide leeway for the exercise of independent judgment in all areas related to construction.

### **TYPICAL WORK ACTIVITIES:**

1. Develops initial and final specifications and cost estimates for all property rehabilitation projects;
2. Inspects properties proposed for rehabilitation to determine code violations;
3. Discusses specifications and cost estimates with the owner;
4. Coordinates bidding process including advertising, obtaining bids and responding to bidding questions from contractors;
5. Prepares reports on pre-rehabilitation inspections recommending corrective measures and cost estimates;
6. Inspects work of contractors to verify the quality of work and progress of rehabilitation projects;
7. Resolves disputes between contractors and owners;
8. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of practices, principles, materials, tools and terminology of home and building construction; good knowledge of N.Y.S. Building Code, Fire Code, Electrical Code and Plumbing Code and other federal, state and local regulations as they apply to building rehabilitation; good knowledge of basic inspection techniques; good knowledge of housing rehabilitation programs; working knowledge of various software packages for word processing and cost spread sheets; ability to develop clear construction specifications; ability to communicate effectively both orally and in writing; ability to estimate material and labor costs; ability to prepare written reports and maintain records; ability to establish a good rapport with people and to maintain effective relationships; sound judgment; dependability; tact; physical condition commensurate with the demands of the position.

**REHABILITATION SPECIALIST** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or N.Y.S. registered two (2) year college or university with an Associates Degree in construction technology or a related field and two (2) years of experience in the inspection, construction or repair of buildings which shall have included estimating material and labor costs, maintaining records and reading construction plans;
- OR:            (B)     Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as cited in (A) above;
- OR:            (C)     An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Candidates must possess a valid driver's license at time of appointment.

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ADOPTED:   05/15/75

REVISED:   02/05/79       03/05/90       07/01/91       04/07/92       09/27/94