

**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

**JOB TITLE: Home Rehabilitation Specialist**

**TE**

**CLASS TITLE: Home Rehabilitation Specialist**

**ENTRY**

**DEPARTMENT: Planning and Economic Development**

**JOB SUMMARY:**

Provides assistance to property owners in determining housing rehabilitation needs, estimating costs, preparing bid documents, selecting contractors, and monitoring construction.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Housing Manager. Works under the guidance of applicable federal, state and City laws, rules and regulations.

**WORK PERFORMED:**

1. Inspects property and advises owners on housing rehabilitation needs.
2. Prepares work write-ups and cost estimates for single family and multi-family projects. Writes detailed construction specifications, and draws and redesigns floor plans and additions. Works closely with property owners, architects, engineers, building officials and contractors. Promotes contractor retention and development.
3. Prepares construction contracts for property owners and obtains bids from contractors. Completes environmental review checklist.
4. Assists property owners in selecting acceptable contractors; recruits contractors from diverse and under-represented groups.
5. Inspects rehabilitation work and authorizes payments. Approves change orders, arbitrates disagreements between property owners and contractors, and obtains lien waivers prior to final payment.
6. Conducts follow-up inspections of completed work.
7. Prepares detailed forms and reports; writes letters to property owners and contractors; writes newsletter articles.
8. Works with Housing Manager to develop and implement goals and long term work programs.
9. Works closely with the Program Manager and other departmental staff in evaluating the program, determining operational objectives and meeting overall program goals.
10. Provides information on the objectives of the Home Improvement Program to residents, property owners, contractors, City officials and others. Participates in presentations to Loan Review Board.

11. Performs related duties as assigned.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):**

- Working knowledge of building construction and rehabilitation techniques and general contracting and construction project management.
- Working knowledge of and experience in applying building, zoning, electrical, sanitation, health and fire codes.
- Basic mathematical skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy.
- Good oral communication skills.
- Planning and organizing skills, adaptability/flexibility, problem-solving and decision-making skills.
- Good written communication skills for writing letters and detailed reports.
- Ability to deal with co-workers, clients, outside agencies and contractors using courtesy, tact and good judgment. Ability to develop effective working relationships.
- Ability to handle multiple tasks while maintaining accuracy and attention to detail. Stress tolerance.
- Physical ability to perform required duties.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Two years of experience in building construction, general contracting, construction management or repair/weatherization programs. One year of experience in housing rehabilitation may substitute.
- Valid Washington State Driver's License. To establish a good driving record, a three year driving record abstract must be submitted prior to hire.

**PREPARED BY:** C.D. Staff

**APPROVED BY:**

William T. Geyer,  
Director

**REVISED BY:** Steve Price  
David Cahill  
Kerry McCarthy  
10/89

**COMMISSION APPROVAL:** October 18, 1989