City of Bellingham
Classification Specification - Civil Service

CLASS TITLE	**Housing Rehabilitation Specialist**
DEPARTMENT	**Planning\Community Development**
UNION:	**1937**
SG:	**112**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC:	**TE/47-4099**

NATURE OF WORK:

Coordinates and facilitates housing rehabilitation, revitalization, and construction projects for the Home Rehabilitation Program. Provides program information and assistance to property owners in determining housing rehabilitation needs, estimating costs, preparing bid documents, selecting contractors, and monitoring construction. Performs inspections as required for the Home Rehabilitation Program and other housing programs as assigned.

SUPERVISORY RELATIONSHIPS:

Reports to the Housing and Services Program Manager. Works under general supervision and with the guidance of applicable federal, state and City laws, rules and regulations.

ESSENTIAL FUNCTIONS:

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

12. Performs inspections as needed for compliance with applicable program requirements; prepares and maintains records of inspections and related documentation.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge and skills in planning, organizing, and time management and the ability to organize work to meet deadlines.
- Working knowledge of building construction and rehabilitation techniques, materials, and methods.
- Working knowledge of general contracting and construction project management.
- Working knowledge of, and skill in applying, building, zoning, electrical, sanitation, health and fire codes.
- Working knowledge of, and ability to use, standard software applications such as word processing and spreadsheets.
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Skills:

- Interpersonal skills and sensitivity, assertiveness, stress tolerance, and composure to function effectively in stressful and/or confrontational situations.
- Good oral and written communication skills
- Basic mathematical skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy.

Abilities:

- Ability to interpret plans, specifications and engineering drawings and compare them to construction in progress.
- Ability to communicate effectively and provide clear, concise explanations of procedures and regulations and to deal with the public using courtesy, empathy and tact.
- Ability to utilize computerized permit management resources and other office equipment.
- Ability to exercise good judgement and to tactfully resolve problems with homeowners, staff, contractors and others.
- Ability to handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Ability to prepare, route, maintain, update and otherwise provide complete, accurate records as required by the inspection process and other code enforcement activities.
- Ability and knowledge to conduct inspection duties in accordance with commonly established safety practices and policies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
    - communicate accurate information and ideas with others
    - operate a computer and other office machinery

-mobility necessary to travel between work sites and safely move about construction sites, climb, and stand, sit, or bend in awkward positions
- transport objects up to forty (40) pounds.

WORKING ENVIRONMENT:

Work is shared between an office environment, working at a computer workstation, and fieldwork, making home visits and visits to project sites where City-financed rehabilitation work is conducted. May include occasional exposure to outdoor elements in all weather conditions. Access to under-floor areas and attic spaces require bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present. Sites may be wet and slippery. Entering and exiting a vehicle may be required many times each day. May require occasional travel.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent
- Two years of experience in housing rehabilitation, building inspection, building construction, general contracting, construction management or repair/weatherization programs including responsibility for preparation of plans, specifications and cost estimates.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License. To establish a good driving record, a three year driving record abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal background check and child and adult abuse records check.

PREPARED BY: C.D. Staff **REVIEWED BY:** Blake Lyon, Director
Planning & Community Development

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COMMISSION ADOPTION: April 10, 2024