

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB093 Housing Rehabilitation Specialist
<b>POSITION #/TITLE:</b> 0355 Housing Rehabilitation Specialist	<b>Adopted:</b> 07-97
	<b>Revised:</b> 01-15

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Community Development	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 08
<b>Reports To Position #/Job Code #/JC Title:</b> 0144/NB442/Housing & Redevelopment Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Coordinates, facilitates and evaluates housing rehabilitation program services for the City's housing rehabilitation activities; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Inspects properties and records detailed inspection findings to determine electrical, plumbing, mechanical and structural needs and deficiencies for acceptance or denial of grant funded rehabilitation assistance;  
 Performs lead inspections and clearance tests, as required;  
 Provides technical assistance for new construction projects to comply with federal regulations;  
 Develops work plans and specifications for housing rehabilitation;  
 Prepares rehabilitation project cost estimates and coordinates bid processes with homeowner and/or sub recipient and contractors;  
 Conducts pre-construction conferences with facility and/or property owners and contractors, reviews plans and specifications and coordinates construction work schedules;  
 Coordinates review of projects for State Historical Society and HUD Environmental Review;  
 Serves as compliance liaison for projects subject to Davis-Bacon and Related Acts monitoring, and enforce compliance with prevailing wage requirements;  
 Coordinates Relocation activities;  
 Administers contracts and budgets for rehabilitation construction projects;  
 Monitors rehabilitation project progress, mediates complaints, approve/deny change orders, performs inspections;  
 Prepares partial and final payment requests as rehabilitation work progresses or is completed;  
 Disseminates and explains program requirements, funding options, waiting list development and general information to applicants, contractors and the public;  
 Reviews program applications, determines program eligibility and assists in the preparation of applications for federal and state agencies and works with financial institutions in securing additional funds for homeowners where project costs exceed grant amount; Coordinates rehabilitation projects with other city departments;  
 Evaluates applications and determines eligibility for homeownership programs;

Maintains detailed and accurate financial and program records and documentation, including disciplined on-going file maintenance, to comply with all regulations;  
Attends meetings, conferences and workshops;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of Community Development Block Grant housing programs, and HOME housing programs;  
Comprehensive knowledge of Federal, State and local laws governing fair housing, civil rights, and tenant-landlord relationships;  
Comprehensive knowledge of the local building Code for single-family residential dwellings;  
Comprehensive knowledge of housing codes and housing quality standards;  
Comprehensive knowledge of market value costs and real estate appraisals;  
Comprehensive knowledge of real estate financing polices, practices and procedures;  
Ability to negotiate, prepare and monitor financial and construction contracts;  
Ability to interpret, apply and verify Federal, State and local housing assistance eligibility requirements;  
Ability to inspect and evaluate properties for program eligibility, historical significance and compliance with housing assistance program standards;  
Ability to communicate effectively, establish and maintain effective working relationships with, and provide exceptional service to other City employees, supervisory personnel, program participants, building contractors, subcontractors, applicants for assistance and the public;  
Ability to prepare accurate and reliable reports containing income and household eligibility data, program violations, building standards, code violations and corrective actions, findings, conclusions and recommendations;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks, including “solution-oriented” problem-solving skills.

### **Acceptable Experience and Training**

Graduation from and accredited college or university with an Associate’s Degree in Construction Management or a closely related field; and  
Considerable experience evaluating construction or residential projects for compliance with municipal codes; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to operate equipment and tools;  
Sufficient manual dexterity, which permits the employee to operate equipment;  
Sufficient personal mobility, which permits the employee to ensure housing quality and municipal code standards in a variety of residential dwellings.