

# NEW CASTLE COUNTY GOVERNMENT

Number 0515

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## CLASS SPECIFICATION

Date 01/09/17

Title: HOUSING REHABILITATION SPECIALIST I

Approved:



GENERAL STATEMENT OF DUTIES: Determines the need for and the cost of rehabilitation and performs the inspection of buildings for code compliance as required by County and Federal programs and mandates. Prepares construction specifications, and cost estimates for participants in the Department of Community Services Housing Rehabilitation Programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Housing Rehabilitation Specialist I is responsible for performing work in the Department of Community Services Housing Rehabilitation Programs. An employee in this class prepares job specifications for the rehabilitation of buildings and makes cost estimates based upon these specifications. This employee also inspects buildings covered under all housing rehabilitation and construction programs and determines the extent of substandard conditions to gain compliance with federal housing quality standards, local, county and state building and property maintenance codes. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Prepares specifications for the rehabilitation and construction of buildings which cover foundations, structures, electrical wiring, plumbing, HVAC, concrete work, roofing, and weatherization in order to correct substandard conditions;
- Conducts onsite inspections of residential buildings to determine the extent of substandard conditions and nonconformity with County building codes and Federal program requirements and mandates;
- Prepares cost estimates from construction specifications;
- Conducts meetings with homeowners, property owners, developers, architects, engineers and other government agencies regarding construction projects;
- Recommends corrective measures such as those involving structural, plumbing, electrical, heating and roofing changes;
- Participates in the review and evaluation of contractor proposals for presentation to owners for their selection of contractors;
- Determines the need to order independent inspection reports from lead abatement contractors, electrical inspection agencies, wood destroying insect inspection contractors, environmental assessment contractors, and historic preservation agencies for review to incorporate into job specifications for program projects;
- Prepares and maintains detailed and updated information and records for case files including inspection reports, site plans and job specifications, cost estimates, bid packages, contractor proposals, addenda, change orders, punch lists and notices of completion;
- Evaluates contract revisions for change orders with clients, contractors and coworkers;
- Participates in meetings with NCC Loan Review Board;
- Follows the rehabilitation of the building from selection of the contractor to approval of the final report after completion of the rehabilitation work to allow for the assignment of the Certificate of Occupancy/Use/Completion;
- Examines blueprints and specifications for code compliance and permit issuance;
- Maintains records and prepares appropriate reports to the supervisor on the progress of rehabilitation contracts, required inspections, and related activities;
- Attends training sessions to improve inspection, computer, and interpersonal skills;
- Prepares data on code regulations for use in legal cases and testifies in court;

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Title: HOUSING REHABILITATION SPECIALIST I

Approved:



- Operates a personal computer and other related equipment in the course of the work
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of County building, housing, and plumbing codes; good knowledge of the principles and techniques for estimating building repair and construction costs; good knowledge of building reconstruction and renovation projects including building framing, flooring, roofing, plumbing and piping, HVAC, demolition and excavation in order to discover the extent of substandard conditions; good knowledge of federal housing specifications, procedures and codes; good knowledge of special construction techniques for the elderly and persons with disabilities; ability to draft construction specifications; ability to read and interpret plans, specifications, and blueprints accurately; ability to meet with and deal effectively with the public; ability to communicate courteously and effectively with construction workers and contractors in the field, both verbally and in writing.

**MINIMUM QUALIFICATIONS:** At least five (5) years field experience in property maintenance and/or construction work to include estimating costs of construction, alteration or repair of buildings; and possession of a high school diploma or GED or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of an ICC certification in the current International Property Maintenance Code at time of application and, within six months of date of hire or promotion, obtain the ICC Residential Building Inspector certification and Renovation, Repair and Painting (RRP) certification (all costs associated with ICC and RRP examinations, verification, and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant, unless otherwise provided for in a collective bargaining agreement). Possession of a valid Delaware Class D driver's license or its equivalent and ability to pass a Class III County physical examination and background check.

### HISTORY OF REVISIONS:

Established: 09/14/78  
Revised: 05/01/89  
Revised: 01/02/91  
Revised: 10/10/95  
Revised: 07/01/97  
Revised: 05/01/01  
Revised: 08/24/10  
Revised: 01/09/17