PIMA COUNTY invites applications for the position of:

1712 - Housing Rehabilitation Specialist

**SALARY:** $18.37 /Hour

**OPENING DATE:** 08/11/17

**CLOSING DATE:** 08/25/17 11:59 PM

**POSITION DESCRIPTION:**

This grant-funded position is in the Community Development Neighborhood Conservation Department.

Salary Grade: 41

Administers and implements housing rehabilitation and weatherization programs.

**DUTIES/RESPONSIBILITIES:**

(Work assignments may vary depending on the department’s needs and will be communicated to the applicant or incumbent by the supervisor.)

Promotes housing rehabilitation and weatherization programs through outreach programs, presentations to and discussions with property owners and community organizations and a variety of advertising media;

Conducts classes in home maintenance and energy conservation;

Measures residential energy utilization and airborne pollutants;

Processes forms and reports for HUD, FMHA, TEP and state programs;

Inspects houses to determine need for rehabilitation and weatherization;

Advises recipients of loans of their rights and obligations, explaining program rules and legal documents, with respect to rehabilitation programs;

Estimates the cost of rehabilitation and prepares complete specifications of work to be accomplished;

Makes on-site inspections of construction activities;

Conducts follow-up inspections to ascertain completion of corrective measures;

Advises residents on preventative measures necessary to maintain housing standards to minimize utility expenditures and to avoid sanitary problems and hazards;

Mediates owner/contractor conflicts and resolves owner complaints concerning relocation, change orders, and warranty requirements;

Participates in procurement and bidding activities in compliance with housing and urban development administration regulations, state laws and county policies.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- building and construction methods, materials and techniques including development of housing rehabilitation plans, specifications and cost estimates;
- residential energy utilization, conservation and weatherization methods;
- federal, state and local building codes;
- procedures and practices for completing loan applications and related documentation;
- regulations, policies, and procedures pertinent to housing rehabilitation projects.

Skill in:
- inspecting houses and identifying deficiencies;
- determining appropriate and economical housing rehabilitation methods, including preparing and developing plans, specifications, and cost estimates for projects;
- communicating effectively, both orally and in writing;
- understanding, explaining, and disseminating information regarding program policies, procedures, and regulations to the public;
- assisting clients in completing loan applications and related forms;
- resolving operational problems involved in the implementation of housing rehabilitation;
- preparing program progress reports to state and federal specifications;
- preparing and procedures for program operations;
- use of energy use and residential pollutant monitoring devices.

**MINIMUM QUALIFICATIONS:**

(1) Two years experience in government housing rehabilitation programs.  
(Additional relevant education from an accredited college, university or vocational/technical school may substitute for a portion of the aforementioned experience.)

OR

(2) Four years of experience in the building construction field, including two years of experience as a foremen/superintendent and/or codes inspector.  
(Additional relevant education from an accredited college, university or vocational/technical school may substitute for a portion of the aforementioned experience.)

**Preferred Qualifications**

1. Demonstrated knowledge and experience working directly with the public and providing customer service.
2. Demonstrated knowledge and experience with housing rehabilitation construction and project management including drafting scopes of work, estimating, job reports, databases and working directly with (sub) contractors.
3. Direct knowledge and experience with "Building Science" applications and practices, e.g., lead safe work practices, building materials, building envelope, HVAC (HVAC covers heating, cooling and ventilation), etc.
4. Knowledge and experience with local, state and federally funded programs and projects.
5. Demonstrated ability to attain applicable certifications and licenses e.g. Lead, OSHA, BPI, QCI, etc.

**SUPPLEMENTAL INFORMATION:**

**Licenses and Certificates:** **Valid driver license is required at time of application.** Valid AZ driver license is required at time of appointment. The successful applicant will be subject to a 39-month DOT Motor Vehicle Record review to determine applicant's suitability to operate county vehicles in accordance with Pima County administrative procedures. Failure to obtain and maintain the required licenses and certifications shall be grounds for termination. Any offer of employment resulting from this recruitment is contingent upon Risk Management's review and approval of the candidate's driving record.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.