

REHABILITATION CONSTRUCTION

SPECIALIST, 1569

Summary of Duties: Identifies and makes recommendations regarding the physical rehabilitation of property in a housing rehabilitation or urban improvement program; prepares and evaluates loan applications; prepares specifications and cost estimates for proposed rehabilitation construction; develops production standards; monitors rehabilitation construction in progress; coordinates the processing loan packages; and performs related duties.

Distinguishing Features: Under general supervision, a Rehabilitation Construction Specialist is responsible for analyzing and making recommendations regarding the construction aspects of a housing rehabilitation or urban improvement program. An employee of this class provides technical assistance to property owners and program staff by preparing work specifications and cost estimates, coordinating the bid process, monitoring construction progress and contract compliance, and serving as liaison to contractors throughout the rehabilitation process. The Rehabilitation Construction Specialist is also responsible for preparing and making evaluations of financial packages for loans in the program. An incumbent may serve as staff aide to a Community Rehabilitation Manager and coordinate the processing of loan packages and training of new program staff.

This class is distinguished from both the building and construction inspection series, by the fact that a Rehabilitation Construction Specialist is responsible for negotiating contracts and disputes, coordinating, monitoring and evaluating construction in progress, and for compiling and evaluating financial data on property owners wishing to participate in the rehabilitation loan program. An employee of this class does not perform inspections for the purpose of directly enforcing building and mechanical codes or zoning ordinances, although the Rehabilitation Construction Specialist is responsible for ensuring that work performed meets code requirements.

Examples of Duties: Explains the intent, provisions and requirements of a rehabilitation program to individual property owners; reviews application and loan information in order to determine job type and amount of available funds; collects and compiles information regarding the financial status of property owners applying for loans under the program; makes preliminary visual inspection of property to be rehabilitated in order to identify possible code violations, hazardous conditions, unsanitary conditions, and requested general improvements; advises and counsels owner in determining the most appropriate the feasible methods of correcting deficiencies and making cosmetic or modernization improvements within the parameters of the loan program; writes the inspection findings into standard report form in order to establish an anticipated scope of work; presents preliminary design ideas to homeowner; reviews and interprets architectural plans and working drawings for rehabilitation construction ;

prepares detailed work specifications and preliminary cost estimates for rehabilitation construction; acts as a liaison between the owner and finance officer by providing assistance in gathering necessary documents and information; prepares contract documents in prescribed format; writes and assembles a bid package; verifies eligibility and qualifications of contractors; analyzes bid prices and discusses findings with owner; assists owner in negotiations with chosen contractor; explains the provisions of construction contracts to contractors and property owners; establishes escrow accounts for individual rehabilitation projects; monitors the progress of rehabilitation construction; evaluates work in progress or completed by contractors in terms of compliance with specifications and workmanship; recommends and prepares disbursement requests for the release of progress payments to contractors; negotiates disputes between contractors and property owners; makes final inspection of completed work to ensure all work has been performed as provided in specifications and contracts; assures that all work write-up items are completed to the satisfaction of all building and safety requirements, housing requirements, and owner specifications; prepares and processes Notice of Completion; prepares reports and memoranda documenting the progress of each rehabilitation project; prepares letters to contractors and property owners to confirm agreements or to verify and document information; participates in activities such as public meetings, neighborhood canvassing, or block meetings to promote participation in the rehabilitation program; may evaluate and make recommendations regarding the previous work of contractors wishing to participate in the program.

Assists in resolving construction related disputes between homeowners and contractors or subcontractors participating in the housing rehabilitation program; monitors and coordinates the contractor selection process; directs or personally conducts orientation and training of new Rehabilitation Construction Specialists and other program staff in the characteristics of and procedures related to the construction aspects of the housing rehabilitation program; develops and maintains building and loan resource materials such as current building costs, building code requirements, architectural standards and other data related to housing rehabilitation; develops and maintains those portions of the rehabilitation program operations manual related to construction; prepares reports and memoranda related to construction or other rehabilitation program activities, including budgetary matters; acts as liaison with Department of Building and Safety and representatives of governmental and community organizations on matters related to rehabilitation construction; and may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of building code requirements, housing standards, and program guidelines; a good knowledge of the methods, tools and building materials used in housing construction, alteration and improvement; a good knowledge of the procedures for inspecting residential property; a good knowledge of the principles and techniques of construction cost estimating; a good knowledge of the principles and techniques of preparing detailed work specifications; a good knowledge

of construction bidding procedures; a good knowledge of contractual agreements required in housing construction, alteration and improvement; a good knowledge of the principles and practices of housing rehabilitation programs and financing; a working knowledge of the building and mechanical code requirements that apply to residential property; working knowledge of the practices, methods and techniques of conducting negotiations with contractors; a working knowledge of property values; a general knowledge of architectural principles and practices;

The ability to interpret and explain program procedures and regulations; the ability to write, read, and interpret construction specifications, working drawings and contract documents; the ability to inspect housing and identify existing and potential code violations, hazardous conditions, unsanitary conditions, and requested general improvements; the ability to evaluate the quality and appropriateness of construction work and materials; the ability to compute materials and labor costs; the ability to apply procedures and formulas in evaluating financial data; the ability to deal tactfully and effectively with property owners, contractors, and public officials; the ability to prepare and present routine written reports and recommendations; the ability to read and interpret residential building plans and specifications; and the ability to mediate differences between property owners and contractors; ability to remain objective and adhere to program guidelines in order to avoid possible conflicts of interest;

Four years of full-time journey-level carpentry, masonry, electrical, plumbing or heating craft experience in general residential or commercial construction, or four years of full-time paid experience as a licensed contractor in the carpentry, masonry, electrical, plumbing, or heating construction trades, or two years of full-time paid experience in inspecting residential construction for a governmental agency or in a housing rehabilitation or urban improvement program, or two years full-time paid experience as a Building Mechanical Inspector with the City of Los Angeles; or two years full-time paid experience performing professional architectural work in preparing and checking designs, plans, specifications and cost estimates for residential or commercial construction is required for Rehabilitation Construction Specialist.

License: A valid California driver's license and a good driving record are required.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds, back and leg coordination involved in activities such as stooping, kneeling and crouching; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.