

JOB DESCRIPTION
MURFREESBORO COMMUNITY DEVELOPMENT OFFICE
HOUSING REHABILITATION SPECIALIST

1. **JOB TITLE:** HOUSING REHABILITATION SPECIALIST

2. **DEFINITION:** The employee is responsible for coordination of the City's housing rehabilitation program to include providing advice and assistance to homeowners who have been approved to receive assistance under the City's housing rehabilitation program. This employee will work under the supervision of the Community Development Director. All employees are responsible to the City Manager. Independent judgment is required to complete some tasks. This position is classified as non-exempt for the purpose of the Fair Labor Standards Act as having no significant occupational exposure to bloodborne pathogens, and as non-safety sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION**

- a. The employee must have the ability to safely operate a vehicle as well as modern office equipment including but not limited to a personal computer, typewriter, calculator, copier, facsimile machine and multi-line telephone system.
- b. Work performed will be both indoors and outdoors, with some tasks performed outdoors regardless of weather conditions.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Performs technical tasks in determining the nature and costs of alterations needed to rehabilitate houses.
- b. Prepares plans and specifications for work to be done.
- c. Makes housing condition surveys and writes-up findings.
- d. Conducts conferences with property owner explaining all aspects of the rehabilitation program.
- e. Counsels property owners as to the feasibility and the cost of property improvements.
- f. Explains alternatives of improvement and helps the owner in choosing that which gets the most for the money.
- g. Consults material suppliers, construction contractors and other agencies to stay abreast of materials and labor costs.
- h. Reads trade and building maintenance articles and magazines to be cognizant of the latest and most efficient methods of rehabilitation.
- i. Prepares on-site graphic floor plan sketches and photographs two or more views of the house to be rehabilitated.
- j. Prepares cost estimate of each item of repair and provides detailed specifications for rehabilitation work.
- k. Assures that all local code requirements are fully met in the rehabilitation plan.

- l. Obtains technical and professional advice and services from architects, contractors and engineers when required.
- m. Obtains bids from contractors.
- n. Inspects work in progress for compliance with acceptable standards on an announced and unannounced basis.
- o. Maintains records, makes reports, oral and written, on the status and progress of the rehabilitation program.
- p. Processes requests for partial and final payments as requested by the contractor with the approval of the homeowner and obtains required city approvals.
- q. Works with contractor to solve unusual construction problems.
- r. Makes routine drive thru inspections of the City's housing stock to determine where substandard structures are located.
- s. Conduct a 60-day follow up inspection to uncover and note any deficiencies that need to be corrected.
- t. Review contractors' work methods and scheduling to ensure contract compliance.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Graduation from High School or GED.
- c. Must have the legal authority to work in the United States.
- d. Possess valid Driver's License and reliable transportation.
- e. Must be able to communicate effectively, both orally and in writing.
- f. Ability to prepare plans, write specifications, sketch floor plans and describe improvements to meet rehabilitation requirements.
- g. Ability to keep accurate records, write reports, hold and conduct meetings with property owners, contractors and others.
- h. Knowledge of the general regulations applying to the physical condition and occupancy of residential and other building.
- i. Knowledge of the preparation and interpretation of plans, diagrams and sketches.
- j. Knowledge of specifications and property standards.
- k. Knowledge of housing rehabilitation inspection methods and techniques.
- l. Knowledge of local building codes and Section 8 housing standards.
- m. Knowledge of the grant rehabilitation program and other financial services.
- n. Knowledge of building and housing repair estimates of time, materials, equipment and costs.
- o. Knowledge of a wide variety of building materials, primary, secondary and acceptable substitutes.
- p. Ability to meet and deal effectively with contractors, property owners and suppliers.
- q. Ability to read, interpret and disseminate Federal laws, rules, regulations and instructions.
- r. Experience in building construction required and housing rehabilitation preferred.
- s. Demonstrated knowledge of building and housing codes.

- t. Ability to report for work on time and perform the duties of the job for a complete workday.
- u. Must be able to complete the work given in the time allowed.
- v. Must be able to deal effectively with irate/unreasonable people

Non-Exempt
Non-Safety Sensitive
June 29, 2006