

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

PROPERTY REHABILITATION SPECIALIST

Civil Service Status: Open Competitive
Probationary Period: One Year
Classification Series: Community Development
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: 1-04-10
Resolution No.: 2010-1

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision of the Housing and Community Development Manager, this mid-management position serves as the specialist for various rehabilitation programs and projects in the City of Huntington Park, and performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a variety of assignments in conducting residential property rehabilitation programs;
- Markets programs to public;
- Assists applicants in completing loan grant and rebate applications;
- Prepares and presents cases to rehabilitation loan committee;
- Performs inspection and prepares project specifications;
- Prepares application packages for approval;
- Coordinates project with property owners, contractors and financial institutions;
- Assists in obtaining competitive bids;
- Monitors contractor performance for contract compliance;
- Maintains records and files of applications and projects;
- Prepares reports;
- Assist residential in rehabilitation construction and lead hazard control;
- Responsible for all stages of the Residential Property Rehabilitation program from intake to disbursement;
- Conducts initial site visits;
- Orders the lead inspection/assessment, and prepare a scope of work based on the inspection report;
- Completes the forms for project environmental clearance;
- Responsible for all stages of contracting from the contractor work through a bid submittal and contractor selection;
- Conducts the preconstruction meeting and contract signing and prepares the construction checklist;
- Authorizes the initiation of hazard control work, conducts the initial and periodic site reviews, and order and approve the final clearance;
- Approves the disbursement payments and any change orders and the retention payment;
- At the close of the project, will issue the final payment order and prepare the O & M plan for the owner;

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(Continued)

- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Inter-government relationships relevant to housing programs;
- Effective interviewing techniques;
- Lead mediation and abatement projects;
- Principles and practices of housing, community development and redevelopment programs;
- Real estate economics;
- Residential development, redevelopment and rehabilitation;
- Contract administration;
- Federal, state and local housing and community development laws, rules, regulations and program requirements;
- Techniques, and trends affecting housing and community development and/or redevelopment in the state and local area;
- Statistical methods and research techniques; methods and techniques of training;
- Applicable federal, state, and local laws, codes, and regulations;
- Principles of grant application, proposal preparation;
- Modern office procedures, practices of maintaining files records, and equipment;
- Methods and techniques for record keeping and report preparation and writing.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application including graphs and presentation programs.

Ability to:

- Assist in the implementation of housing programs, policies and projects;
- Interpret federal, state, and local housing regulations;
- Assist in analyzing complex issues and problems, evaluate alternatives, and recommend practical solutions;
- Interact effectively with developers, non profit organizations, housing constituencies and the general public;
- Respond in a timely and accurate basis to public inquires in a courteous and professional manner;
- Handle confidential information with discretion;
- Maintain files and records;

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- Communicate clearly and concisely, both orally and in writing;
- Assume responsibility for providing effective customer service;
- Establish and maintain smooth and effective working relationships with the public, staff and other agencies;
- Effectively handle stressful situations;
- Work overtime as requested;
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- An equivalent combination of specific job experience and education may substitute for a Bachelor's degree from an accredited college or university in Construction Management, Planning, Public Administration, Business Administration, and Urban Planning, or a closely related field.

Experience:

- Three (3) year or more of experience working rehabilitation construction, lead related construction, housing and community development, preferably with a government agency.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.