

CLASS SPECIFICATION

Housing Construction Specialist Code Number:

GENERAL PURPOSE

Under direction, performs a wide variety of highly responsible, professional-level duties in the development, management and oversight of rehabilitation and capital improvement programs and projects for commission- and privately-owned housing units; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class provide technical and professional advise to property owners regarding the rehabilitation of single and multiple family residential properties, conduct inspections, make cost estimates, and coordinate and oversee all preconstruction and construction phases. Incumbents provide technical and professional advice and participate in the identification, development and management of capital improvement projects for Commission-owned residential projects. Assignments vary, encompass a variety of tasks, seldom require detailed instructions, and require sound professional-level judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Provides technical and professional assistance and advice to homeowners, rental property owners, organizations and Commission staff regarding the rehabilitation and/or construction of housing units; explains the provisions and requirements of rehabilitation programs; inspects Commission owned and private property to identify rehabilitation, modernization and maintenance needs; advises property owners and Commission staff regarding the best methods of correcting deficiencies; advises, counsels and assists property owners in applying for rehabilitation grants and loans; coordinates grant and loan applications with Commission staff.

Designs criteria for construction and rehabilitation projects to meet federal, state and local codes and regulations; consults with architects, engineers, public utilities, consultants and contractors regarding the design of construction and rehabilitation projects.

Acts as owner's representative for construction and rehabilitation projects on Commission-owned property.

Advises property owners, contractors, architects, engineers and others on matters relevant to construction methods, materials and types of construction; prepares and reviews cost estimates, budgets, plans and specifications for construction and rehabilitation projects; coordinates the bidding process for construction and rehabilitation projects; reviews and analyzes bids submitted and advises property owners and Commission staff regarding the selection of the successful bidder.

Conducts pre-construction conferences; negotiates contracts and prepares addendum and change orders; evaluates and processes construction disbursements; monitors construction for contract, code and prevailing wage compliance; conducts regular site visits to check project progress and compliance; interprets contract documents, technical specifications and plans; issues verbal and written directives; acts as mediator and coordinator between contractors and property owners; inspects completed work to ensure compliance with all applicable codes, laws and regulations; investigates and resolves complaints and problems as well as prevailing wage discrepancies; certifies completion of assigned projects and authorizes contractor payments.

Creates and maintains detailed project records, files, reports and correspondence.

Investigates and resolves complaints and problems.

Interprets codes and regulations, explains required inspections and construction requirements to owners, architects, engineers, contractors, lending institutions, realtors and the public.

Researches and keeps abreast of current construction techniques, materials and trends.

Investigates and enforces warranty provisions.

Consults with HUD officials, auditors, public utilities and others.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, zoning and others; laws, ordinances and codes regulating building construction and zoning; appropriate safety and fire prevention methods in construction.

Ability to:

Review plans and specifications for building and related construction and determine compliance of plans with codes and regulations; monitor building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations; deal courteously and communicate effectively with a variety of individuals in the course of the work, including the resolution of disputes and job-related problems with property owners and contractors, architects, engineers and utility companies; maintain accurate records and prepare

clear and concise reports and documentation; make sound judgments within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent and two years of experience in building construction at the foreman or contractor level, supplemented by college-level courses in architecture or engineering relative to building construction.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the Commission's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with Commission staff and other organizations; and occasionally deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions and occasionally encounters unsanitary and/or unsafe conditions. The employee frequently works near moving mechanical parts, is exposed to wet or humid conditions and vibration, and works in high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.