

PART-TIME

HOUSING REHABILITATION SPECIALIST

City of Leominster

GENERAL DESCRIPTION:

The position is to perform technical work in the inspection of substandard structures and the preparation of specifications for rehabilitative work. Work includes making physical assessments and cost estimates; assisting in developing plans and specifications; conducting inspections to monitor contractors' compliance with plans, specifications, codes, and workmanship standards; and assisting owners and occupants throughout the rehabilitative process. Work is performed under the general supervision of the Planning and Development Director.

ESSENTIAL FUNCTIONS:

- Inspects residential structures to determine rehabilitative work required to correct property rehabilitation standards or construction code deficiencies;
- Prepares specifications for rehabilitative work on residential structures;
- Prepares cost estimates of rehabilitation work required for competitive bidding;
- Inspects construction and rehabilitation projects for compliance with workmanship standards, specifications, codes, property rehabilitation standards, contract conditions, and progress payment disbursements;
- Prepares work change orders when any change is required in the job specifications and ensures that contractors comply with the change orders;
- Gives technical assistance to owners and occupants on all phases of construction;
- Maintains regular and reliable attendance.
- Lead Paint Inspections
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Building and property rehabilitation standard codes.

- The techniques and methods of computing cost estimates and preparing material specifications in the construction field.
- Existing structural architecture.
- Building materials and their limits, uses, and applications.
- The construction industry.
- Inspection techniques.
- Microsoft Office products such as Word, Excel and Outlook

Ability to:

- Prepare, interpret, and understand specifications, plans, contractors pay requests, and contracts.
- Work cooperatively with other City employees, contractors, owners, occupants, and builders, often under difficult circumstances.
- Prepare project priority lists for jobs as assigned.
- Estimate labor or material costs from blueprints or work plans.
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Provide excellent customer service
- Establish a good working relation with City employees.

ADDITIONAL REQUIREMENTS:

- This position requires the use of a personal vehicle on City business. Individuals must be physically capable of operating their vehicles safely, possess a valid driver's license and have an acceptable driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in construction or construction inspections and determination of compliance with applicable codes. Other combinations of experience and education that meet the minimum requirements may be substituted.

Pay Scale: \$25.64/hr no benefits/non negotiable

Hours: 19 ½ per week

AA/EOE