



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Property Rehabilitation Specialist***

Department: Planning & Develop. Services Reports to: PD & S Director

Pay Range: \$19.81 - \$21.36

Date Established: 3/2014 Date Revised: 8/2017 FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Property Rehabilitation Specialist coordinates property rehabilitation projects funded and managed by the City Community Development Block Grant (CDBG) program. This is a limited service, federal grant funded position contingent upon annual grant allocation.

The job performs property inspections, recommends improvements to bring the property into building code compliance, and monitors work done with the property owner and contractor. The job ensures projects comply with Housing and Urban Development (HUD) and Environmental Protection Agency (EPA) requirements.

The job requires knowledge or experience in building inspection and/or construction practices and terminology and the ability to obtain and maintain EPA certification as a Lead Based Paint Risk Assessor. Knowledge of local, state, and federal procurement and contracting laws, rules and regulations is required.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office and field inspection environment that may include exposure to adverse weather conditions, hazardous materials, and working at heights. The noise level is generally moderate.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Locates and inspects properties that may qualify for rehabilitation using the City's CDBG grant funds. When property is determined to be eligible, prepares lead-based paint risk assessments, prepares rehabilitation plans, estimates cost and prepares bids for work, and coordinates rehabilitation with property owner and contractor.

Performs property inspections determining possible presence of potentially hazardous materials including lead-based paint, asbestos, and mold.

Ensures rehabilitated property complies with applicable building codes and HUD and EPA regulations. Performs tests prior to and after project completion to ensure hazardous materials are removed.

Documents and ensures work is completed and City remains in compliance with OSHA, HUD, EPA and other applicable codes and regulations.

Maintains records, documents, and logs of projects, including lab tests verifying presence of and removal of hazardous materials.

Determines if property is in designated flood plain area and prepares documentation.

Reviews literature and stays current on applicable building and construction codes. Stays current on applicable federal codes including, but not limited to, flood plain, OSHA, EPA, and HUD requirements. Maintains required EPA certifications.

Answers inquiries and provides information to property owners, contractors, other City agencies, and other interested and affected parties on asbestos identification and removal, lead-based paint identification and removal, and identification and removal of mold.

Visually surveys properties in City and contacts owners on rehabilitation/repair issues.

May test for lead-based paint on projects for other City departments.

May prepare bids for building demolitions for other City departments.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Methods, techniques, and objectives of building and property inspection, with emphasis on identifying lead-based paint, asbestos and mold;
- Electrical, plumbing, and other applicable federal, state, and City building codes;
- Basic construction methods, materials, and techniques;
- Federal (HUD, EPA, OSHA), state, City, and other applicable codes for the identification and safe removal of lead-based paint, asbestos and mold;
- Flood plain mapping;
- Construction cost estimation and bid preparation;
- Operation of specialized equipment to determine the presence of lead-based paint;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Locate and inspect properties that may qualify for rehabilitation using the City's CDBG grant funds;
- Perform a lead-based paint risk assessment, prepare a rehabilitation plan, estimate project cost, and prepare bids for work;
- Coordinate rehabilitation with property owner and contractor;
- Perform property inspections to determine the possible presence of potentially hazardous materials including lead-based paint, asbestos, and mold;
- Ensure the rehabilitated property complies with applicable building codes and HUD and EPA regulations;
- Document and ensure work is done and City remains in compliance with OSHA, HUD, EPA and other applicable codes and regulations;
- Maintain records, documents, and logs of projects;
- Determine if property is in designated flood plain area and prepare documentation;
- Maintain required EPA certifications;

- Answer inquiries and provide information to property owners, contractors, other City agencies, and other interested and affected parties on asbestos identification and removal, lead-based paint identification and removal, and identification and removal of mold;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required, with a college degree preferred;
- HUD and EPA lead-based risk assessor certification is required within six (6) months of hire;
- Three (3) to five (5) years construction or building inspection experience is preferred;
- Idaho driver's license is required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb a ladder, work at heights, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate a motor vehicle and job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This is a limited service (potentially 3 year) grant position contingent upon annual federal budget allocation.**