

City of Allentown
Position Description

Class Title:	REHABILITATION SPECIALIST
Grade Number:	14M
Department:	COMMUNITY & ECONOMIC DEVELOPMENT
Bureau:	BUILDING STANDARDS & SAFETY
Union:	SEIU

GENERAL PURPOSE

Performs a variety of administration inspection and enforcement duties to ensure compliance with the Property Rehabilitation and Maintenance Code of the City, and requirements tied to the expenditure of Federal and/or State Funding.

SUPERVISION RECEIVED

Works under the supervision of the Rehabilitation Supervisor.

SUPERVISION EXERCISED

Immediate supervision over no one.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under direction, performs inspections and re-inspections of residential properties in targeted areas and in response to complaints from the public or other City agencies.
- Inspects properties identifying violations of the code and notifies the owner in writing according to legal requirements.
- Advises property owners on steps required to bring property into compliance
- Assists property owners in securing contractors and materials required
- Prepares construction specifications and costs estimates of work required
- Oversees contracted work to ensure compliance with the code and fulfillment of the contract.
- Assists property owners in their dealings with contractors. Deals with problems as they arise; mediates property owner/contractor disputes.
- Directs property owners to sources of financial aide
- Some computer knowledge desirable
- Prepares violation notices, housing appeal cases, prosecutions in Magistrate's Court
- Prepares evidence and files citations with magistrate court
- Prepares and submits regular reports to interested agencies
- Maintains records necessary to track progress of rehabilitation work and to meet Federal, State and Local requirements
- Certifies units and properties as being in compliance when violations are corrected

- Approves construction progress and final payments
- Responsible to apply and enforce HUD lead-based paint hazard reduction requirements.
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments

DESIRED MINIMUM QUALIFICATIONS (Testing and/or interviews may be required)

Education and Experience:

- (A) Graduation from high school or equivalent required
- (B) Thorough knowledge of general construction methods and practices and the appropriate codes and regulations
- (C) Experience in direct public contact
- (D) Ability to deal and interact with the public in situations that require diplomacy and persuasion having to do with the application of City Codes and the enforcement of codes against those who violate them
- (E) Ability to successfully coordinate and/or mediate relationships between property owners and contractors in order to facilitate the housing rehabilitation process
- (F) Knowledge equivalent to a complete accredited apprenticeship program.
- (G) Valid PA driver's license
- (H) Some computer knowledge desirable
- (I) Training and certification as a licensed Pennsylvania Department of Labor and Industry Lead Supervisor at hiring or required to be obtained within six (6) months of date of employment

Necessary Knowledge, Skills and Abilities:

- (A) Ability to prepare clear and concise reports;
- (B) Ability to successfully coordinate and/or mediate relationships between property owners and contractors in order to facilitate the housing rehabilitation process.
- (C) Ability to deal courteously and tactfully with the public of the utmost importance
- (D) Ability to establish and maintain effective working relationships with superiors, other employees and the public. Successful customer service experience and a proven ability to deal with the public is essential

TOOLS AND EQUIPMENT USED

Requires intensive daily use of City vehicle, cell phone, computer, digital camera & tape measure.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 9/16/08; 1/13/09