

VACANT BUILDINGS REHABILITATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position interacts frequently with other City and County departments, contractors and property owners to obtain and furnish information regarding rehabilitation projects, etc. The incumbent also interacts with property owners, contractors and others to mediate disputes, answer questions and resolve problems with respect to bid specifications; building code compliance; effective work; or other issues. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Inspects assigned structures to determine suitability for rehabilitation;
- Creates/ revises housing rehabilitation project estimates;
- Participate in contractor's bid process and bid review;
- Inspects, monitors, and/or evaluates rehabilitation projects to determine compliance with standards, regulations, guidelines (i.e., workmanship standards, program standards, HUD guidelines, Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME) guidelines and City of Albany Codes;
- Oversees repairs required to meet applicable building codes, Quality Housing guidelines and other Rehabilitation Program requirements;
- Conducts site visits during construction to check site safety, pace and quality of work is in accordance with plans, contract and scope of work; resolves deviations that arise during construction;
- Oversees and monitors vacant building rehabilitation projects to ensure accordance with HUD requirements;
- Confers with developers, contractors, architects, engineers, and the general public;
- Attends vacant building meetings;
- Performs field review of plans and specifications;
- Prepares and maintains records, reports, documentation, and correspondence on a computer;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of Federal, State, County and City statutes, codes, ordinances and regulations pertaining to housing rehabilitation and community development programs;
- Good knowledge of building construction methods and practices, including minimum housing, building, zoning and related codes and regulations;

- Working knowledge of the methods, practices, tools and equipment used in the electrical, plumbing, carpentry, air conditioning, roofing and other trades involved in the maintenance and repair of buildings;
- Ability to determine defects and faults in electrical, plumbing and mechanical systems and provide guidance to make required corrections;
- Ability to analyze and prioritize repairs required to meet Rehabilitation Program standards, including making estimates of materials, labor and other rehabilitation costs, to arrive at valid recommendations and plans of action;
- Ability to prepare, interpret and work from blue prints, sketches, diagrams, technical orders, manufacturer's manuals and specifications;
- Ability to communicate effectively and clearly, both orally and in writing;
- Ability to establish and maintain effective work relationships with the general public, architects, contractors, subcontractors, and program partners;
- Mediation skills;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree (or higher) in Construction Technology or related field and three (3) years of paid fulltime experience in the administration of housing programs or as a building contractor, building inspector, or closely related field, including preparation of plans, specifications, and cost estimates; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in the administration of housing programs or as a building contractor, building inspector, or closely related field, including preparation of plans, specifications, and cost estimates.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee's vehicle for transportation.