



City of Pacific Grove
Established Date: 12/18/2013

HOUSING REHABILITATION INSPECTOR

SUMMARY: Under general supervision, assists Community Development Department (CDD) housing rehabilitation program participants with completion of home repairs; manages housing rehabilitation construction projects and inspections, prioritizes projects, and develops cost estimates.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists qualified homeowners to repair and rehabilitate their homes; works independently, and makes appropriate decisions based on work experience, and in compliance with CDD goals and policies.
- Meets with qualified homeowners to identify home repairs which are eligible, according to California Department of Housing and Community Development regulations; assists homeowners with program application, loan approval process, city plan approval and permits, and other required project documents.
- Inspects homes and grounds for unsafe conditions; identifies eligible repair and maintenance needs, and prioritizes repairs, improvements, and preventive maintenance work.
- Prepares cost estimates and project work specifications; prepares requests for proposals, reviews proposals, and assists homeowners with selection of qualified contractors to perform specified work.
- Develops contract specifications and assists with funding agency approval procedures.
- Monitors and inspects project work performed by contractors, and verifies compliance to project specifications and contract; approves and processes interim and final payments for work performed.
- Compiles case files and technical documentation of rehabilitation project from initial inspection through work completion; ensures compliance with the technical requirements of the funding agency.
- Ensures program participants are satisfied with rehabilitation work performed; assists program participants with questions, problems, and concerns, and responds within scope of authority.
- Assists with outreach programs and public meetings to promote housing programs.
- May supervise the work of technical and administrative assistants.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate's Degree in Construction Management, Business or Public Administration; AND five years of housing construction and repair experience; OR an equivalent combination of education, training, and experience. Experience as building inspector is desirable.

Knowledge of:

- City policies and procedures.
- Federal, state, and local rules and regulations governing community housing and building safety.
- California Department of Housing and Community Development regulations and standards.

- Methods for development and management of building plans, specifications, and cost estimates.
- Tools, equipment, and methods used in housing repairs, remodeling, and maintenance.
- Community service agencies and other local assistance programs.
- Grant fund record keeping, accounting, and file maintenance principles and procedures.
- Project, budget, and contract management techniques.
- Public relations and customer service methods and techniques

Skill in:

- Interpreting and applying building and safety standards, and housing regulations.
- Interpreting grant program documentation and program management requirements.
- Inspecting homes to determine extent and feasibility of remodeling the residence
- Preparing clear and complete drawings, plans, material specifications, and cost estimates.
- Inspecting construction and trades work in progress to verify compliance with contract specifications.
- Reviewing, updating and maintaining files, reports and documentation for grant programs.
- Reviewing financial and technical documents for completeness and accuracy.
- Resolving conflicts between homeowners and contractors
- Operating a personal computer utilizing a variety of standard and specialized software.
- Establishing and maintaining effective relationships with co-workers and others
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and on home construction work sites; may be exposed to safety hazards and dangerous tools and equipment.