

Class Code: 028 + 714
City of Anaheim
Class Specification

Classification:
HOUSING REHABILITATION COUNSELOR I/II

Definition: Under minimal supervision, to perform technical work in the preparation of cost estimates and material specifications for remodeling work on residential and commercial structures; process and oversee City assisted new construction and HUD funded projects.

Distinguishing Characteristics:

Housing Rehabilitation Counselor I: Positions in this classification perform at the entry level of the Housing Rehabilitation Counselor job series. They include employees who have limited previous work experience. Working under close supervision in a training mode, assignments are routine and repetitive in nature. Decisions are made within established procedural frameworks.

Housing Rehabilitation Counselor II: Positions in this classification perform at the journey level of the Housing Rehabilitation Counselor job series. They include employees who have substantial and directly related or prior occupational experience and perform the full range of duties assigned to the position. They work under moderate supervision with only guidance, instruction or assistance, frequently in the absence of a supervisor. Work is normally reviewed only upon completion and for overall results. This class is flexibility staffed and is normally filled by advancement from the I level or when filled from the outside, requires prior work experience.

Essential Job Functions: Depending upon area of assignment, essential job functions may include, but are not limited to, the following:

Estimates cost of material and labor necessary to rehabilitate residential and commercial housing structures.

Oversees the preparation of plans and specifications for remodeling work on residential and commercial structures.

Reviews plans and specifications with building inspectors.

Gives technical assistance to homeowners on all phases of construction.

Confers with architects, contractors, and builders as to methods of construction and material application.

Prepares bid packages; assists homeowners and investor owners in selecting a contractor; follows-up with progress reports, inspections and payments; certifies the completion of improvement projects.

Compiles data, prepares written and oral reports.

Makes inspections of dwelling units as requested.

Provides information and counsels homeowners and investor owners relative to loans, necessary improvements, and housing regulations.

Recommends issuance of warrants for payment to contractors and developers.

Implements programs designed to assist property owners.

Works in conjunction with Housing Authority on units to be rehabilitated and assisted through Section 8; coordinates these projects to ensure proper Housing Quality Standards.

Performs other job related duties as required.

Minimum Requirements:

Housing Rehabilitation Counselor I:

Experience: Equivalent to some experience in the building construction or inspection field.

Knowledge of: Principles, methods, materials, equipment, and safety hazards of construction; and defects and faults in construction.

Ability to: Understand and interpret engineering plans and specifications; prepare accurate records; deal firmly and tactfully with contractors, engineers and property owners; follow oral and written directions; communicate effectively, both orally and in writing.

Housing Rehabilitation Counselor II:

Experience: Equivalent to journey level experience in building construction or inspection.

Knowledge of: Building materials, construction methods, techniques of calculating cost estimates of building improvements and modifications, building and zoning codes; State and Federal residential rehabilitation loan programs, regulations, and requirements; financial and real estate procedures, methods, and practices; processes used in screening loan applicants; estimating methods used in developing cost estimates for new construction, residential renovation and remodeling work; general building and housing code provisions; arbitration process and procedures.

Ability to: Understand local housing problems and determine how corrections can be made; apply financial and real estate procedures to the loan application process; administer State and Federal housing regulations with fairness and impartiality; work effectively with contractors, property owners, State and Federal officials, and banking representatives; identify the extent to which residential needs and code violations exist; communicate effectively, both orally and in writing; certify project completions; assist in the overall planning for the program.

Levels I and II:

Physical Requirements: Walk, stoop and climb when conducting field work.

Note: Possession of, or ability to obtain a valid and appropriate California Driver's License by date of appointment.

Supervision Received: Works under technical direction of the Housing Rehabilitation Coordinator who gives general directions, continuously reviews work in progress and completed work.

Desirable Requirements:

Read and speak Spanish is highly desirable.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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