



City of Kansas City, Missouri Job Class Specification

Job Title:	Housing Rehab Specialist	Department:	MULTI
Job Code:	4124	Status:	NON-EXEMPT
		Grade:	L-7

Summary

Work involves coordinating, administering and monitoring resources for the purpose of providing repair services to low-income residents. Work assignments are received through consultation with the Program Manager. Employees of this class are expected to exercise broad independent judgment in the development and implementation of projects and program operations.

Work is reviewed relative to defined departmental goals, objectives and results achieved. Work is reviewed through direct observation, submitted reports and conferences relating to established departmental goals, objectives and work results standards.

Duties and Responsibilities

- Perform assessments of single family dwellings to identify rehabilitation needs.
- Perform housing inspections to assure contract work is completed according to specifications.
- Must be able to determine the steps necessary to address the rehabilitation or energy conservation needs of a structure with the health, safety and energy efficiency needs of the dwelling in mind.
- Develop solutions for difficult assignments.
- Brief the Program Manager on the status of rehabilitation and weatherization program projects in relationship to the division and objectives.
- Must be able to develop cost estimates that include both hard and soft costs.
- Confers with persons in person or by telephone requesting service or making complaints on matters of general importance to the department; disposes of cases handled in accordance with established departmental policies and regulations.
- Must be able to exhibit reasonable independence, resourcefulness and initiative in executing assigned duties and responsibilities.
- Maintains numerous records and makes reports as required.
- Provides a full range of technical support services to participants and contractors in rehabilitation needs of the dwellings, develops recommendations for program procedures, changes, modification of technical requirements and applications for programs' completion.
- Maintains records and makes reports as required.

Technical Skills	<p>Considerable knowledge of:</p> <p>Construction practices of rehabilitation or weatherization, familiarity with City codes, performing inspections, developing work specifications, cost estimating and construction monitoring.</p> <p>The principles and techniques employed in computerization of information.</p> <p>Ability to:</p> <p>Negotiate with contractors, homeowners and neighborhood organizations to achieve perceived outcomes that are beneficial to the programs and the community.</p> <p>Analyze material and present findings in clear and concise terms for both oral and written reports.</p> <p>Compile technical and statistical information and present this information in comprehensive technical reports.</p> <p>Establish and maintain effective working relationships with associates, municipal and other governmental officials, community representatives, contractors, and the general public.</p> <p>Make significant decisions and exercise resourcefulness in meeting and solving problems.</p> <p>Prepare, analyze, and interpret accurate and complex reports.</p> <p>Convey excellent written and oral communication skills in order to clearly dictate responsibilities and expected outcomes with staff, the general public and contractors.</p> <p>Assess environmental hazards such as lead/asbestos and make determinations as to the proper abatement plan to address those hazards.</p>
Education and Experience	<p>Accredited Bachelor's degree with major course work in construction management, construction technology, sociology, engineering, architecture, energy conservation or a related field and one (1) year related experience of progressively responsible nature in the applicable specialty</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of education and experience.</p>
Supervisory Responsibility	<p>None, may act as a lead worker over subordinate professional, technical and clerical personnel.</p>
Supervision Received	<p>Work is performed under the general direction of the Program Manager.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Must possess a valid State–issued driver’s license in accordance with the City of KCMO policies. ▪ Must pass a background check. ▪ Will be required to pass a preemployment drug screen. ▪ Must pass a physical examination as prescribed by the City. ▪ Must possess and maintain either a building analyst certification as awarded by the Building Performance Institute as recognized by Department of Natural Resources within 24 months of hire date or a lead occupational license for risk assessor from the State of Missouri Department of Health within 3 months of hire date (appropriate certification will be determined by the department).
Create	<p>09/08</p>
Revision	<p>02/10, 8/2022 , 01/2024</p>