

REHABILITATION/RELOCATION SPECIALIST

DEPARTMENT : **COMMUNITY PLANNING & DEVELOPMENT**
SALARY/GRADE :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Technical and administrative position responsible for performing a wide range of community development assignments including housing rehabilitation and relocation activities using Federal and private funding sources following Federal and City of Waterloo regulations. The work is performed under the general direction of the Manager of Rehabilitation Services and the Community Development Director, but considerable leeway is granted for the exercise of independent judgment and initiative. Rehabilitation activities include assisting low and moderate-income homeowners in improving and rehabilitating their properties. Relocation activities involve personal counseling and services necessary to assist displaced families and individuals to secure standard replacement housing and residential occupants to relocate into satisfactory living quarters. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS **(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

Rehabilitation duties include but are not limited to the following:

1. Assists low and moderate income homeowners in improving and rehabilitating their properties.
2. Offers technical advice and information on remodeling and rehabilitation techniques.
3. Conducts client interviews and inspections to assess property needs including ways to address existing lead-based paint hazards.
4. Prepares work write-up reports and cost estimates of rehabilitation work.
5. Coordinates rehabilitation work with contractors, offering knowledge of construction techniques and methods.
6. Prepares work agreement/contract between the homeowner and contractor.
7. Conducts follow-up inspection of work completed by contractor as stated in the work agreement/contract.
8. Maintains individual case files, cross-referenced files and other reports.
9. Provides technical information to property owners about various financial methods available for rehabilitation purposes.
10. Maintains liaison with financial institutions and government agencies.
11. Processes pay requests from contractors.
12. Interprets contracts on behalf of property owners.
13. Prepares financial loan documents.
14. Prepares and assists in processing applications for direct government rehabilitation grants and loans.
15. Advises members of the public who are seeking information concerning improving and rehabilitating their home.
16. Assists in educating homeowners about the dangers of lead and lead-based paint.
17. Compiles data, prepares reports, performs data entry and completes forms on personal computer using the applicable software.

18. Operates standard passenger vehicle to perform some essential functions.
19. Works independently and with others with minimum supervision.
20. Attends work regularly at the designated place and time.
21. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Community, Planning & Development safety rules and regulations.
22. Performs all other related duties as assigned.

Relocation duties include but are not limited to the following:

1. Provides personal counseling and services necessary to assist displaced families and individuals to secure standard replacement housing and residential occupants to relocate to satisfactory living quarters.
2. Interviews and determines particular needs of displaced families.
3. Recommends and utilizes various relocation resources to effect satisfactory relocations.
4. Conducts personal inspections of housing relocation resources to assure conformance with relocation housing standards.
5. Maintains confidential relocation files.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of minimum housing standards and building code regulations.
2. Knowledge of methods and techniques utilized by private and community organizations concerned with social welfare.
3. Working knowledge of building construction, remodeling costs and applicable codes and ordinances related to building construction.
4. Ability to participate in and discuss problems with people to arrive at solutions to difficult social and economic problems.

5. Ability to complete required training for lead-based paint certifications within designated time, as determined by the department head.
6. Ability to present materials and information in good report form, complete forms and perform required record keeping.
7. Skilled in use of personal computer and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
8. Ability to read, understand and follow Federal regulations regarding government-financed homeowner rehabilitation and remodeling.
9. Ability to interpret complex municipal housing codes and ordinances and make decisions and recommendations regarding rehabilitation and remodeling, following specific guidelines.
10. Ability to prepare and review cost estimates.
11. Ability to communicate effectively orally and in writing, present facts and findings, give advice and recommendations and respond to questions from the public, public officials, coworkers, contractors, property owners and government agency representatives tactfully and in a clear, concise and easily understandable manner.
12. Ability to maintain effective working relationships with other City employees, supervisors, public officials, other government agency representatives and the public.
13. Ability to keep accurate and thorough records.
14. Ability to function with independent judgement and skills to plan, organize and implement rehabilitation duties.
15. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/completion of GED with a minimum of three years progressively more responsible experience in building construction, business, finance, building design and engineering or closely related field

OR

Graduate of an accredited technical school with a two-year Associate of Applied Science Degree in architectural and construction technology and a minimum of one year responsible experience in building construction, business, finance, building design and engineering or closely related field

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. If operating a City vehicle, Iowa Driver's License and good driving record based on the City of Waterloo driver performance standards. Four or more moving violations within the previous three years, three or more moving violations within the previous one-year, or conviction or loss of license for OWI, reckless driving or other major moving violation within the previous five years will automatically eliminate a candidate from operating a City vehicle. Conviction or loss of license for OWI, reckless driving or other major moving violation after employment will result in revocation of employee driving privileges with a City vehicle. Four or more citations for moving violations within a three-year period or three or more citations for moving violations within a one-year period will be reviewed on a case-by-case basis and may result in revocation of employee driving privileges with a City vehicle. Two or more at-fault accidents within a three-year period while driving a City vehicle may result in revocation of employee driving privileges with a City vehicle.

ESSENTIAL PHYSICAL ABILITIES

1. Sufficient speech and hearing that permits the employee to respond to questions from the public, loan institutions, other government

agency representatives, contractors, public officials and coworkers in person or on the telephone.

2. Sufficient personal mobility that permits the employee to safely operate a passenger vehicle, travel inside and outside in all weather, perform inspections on rehabilitated properties, travel for training and to attend meetings.
3. Sufficient vision that permits the employee to operate a personal computer and motor vehicle, inspect rehabilitated properties, review plans on rehabilitation sites, review records, files, government rules, regulations and documents, and perform other administrative and technical duties.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment, education, criminal history and motor vehicle record checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Must obtain and maintain lead-based paint certifications within time frame determined by department head.
4. Must submit to Civil Service examination procedures including an oral interview.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with a one hour unpaid lunch. Must also be available for department or City activities or meetings that require the attendance of the Rehabilitation/Relocation Specialist. Occasional out-of-town travel for training. Limited overtime.