

**CITY OF SALEM**  
**0185 REHABILITATION SPECIALIST**

**NATURE OF WORK**

This is administrative and technical work supporting special urban development rehabilitation programs.

Work involves orientation of stakeholders (public participants and contractors) on rehab program provisions for loans and grants, and coordination and monitoring of specific project financing, loan and grant processing, and project completion. This work has oversight and is responsible for the accuracy of documents supporting rehab projects including construction specifications and contracts. The work includes providing assistance with loan and grant documents, real estate trust deeds, and legal descriptions and easements. Work includes serving as a lead worker with Rehabilitation Technicians and assigning and tracking individual projects.

Positions approve pay requests for the dispersal of all funds and track the budget for each project. Perform inspections of ongoing progress for compliance to program and contract provisions; ensure building code inspections are completed, and may halt work if appropriate to ensure compliance.

Work requires considerable contact with the public and contracting staff as well as with other City staff to ensure all program provisions are met with regards to the loan and/or grant being provided. Positions in this class work under the direction of a Project Coordinator responsible for development and general direction of several rehabilitation funding and grant programs.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Confers with the public, architects and home remodeling contractors regarding rehab program loan and grant options, project feasibility, application for funds, methods of construction, application of materials, and processing methods and timing.

Estimates costs of rehabilitation work for residential structures and prepares contract specifications to accomplish the work under either loan or grant program provisions.

Gives technical assistance to homeowners in obtaining bids and executing individual housing rehabilitation contracts for loans and/or grants.

Certifies contractor licensing, monitors contractor workmanship and compliance with work specifications, and authorizes payments for work satisfactorily completed.

Performs related work as required.

**WORK QUALIFICATIONS**

Experience in interpreting and explaining policies, regulations, and codes including some experience in the construction trades or contracting processes; or any equivalent combination of experience and training which reflects possession of the following knowledge and abilities.

Knowledge of

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Federal Housing Quality Standards and Salem Housing Code (Chapter 59 of Salem Revised Code) or the ability to acquire such knowledge, interpret, and apply it to physical evaluations of structures within a six month training period.

Contract administration including specification preparation, bid letting, and program compliance monitoring.

Construction trade terminology.

Electrical, heating, plumbing and building materials and stages in construction wherein defects can be observed and corrected.

City structural, mechanical, electrical, and plumbing, and safety codes.

Modern office practices including use of personal computers to analyze data, and to prepare letters and reports

Ability to

Establish and maintain effective working relationships with other City staff, homeowners, builders, contractors, material suppliers, and the public.

Formulate and justify decisions

Tactfully advise homeowners regarding corrections needed to meet code requirements and to accomplish other home rehabilitation work desired.

Gain cooperation from different interests groups to accomplish project goals.

Prepare, read, and interpret construction contract plans and specifications

Prepare accurate cost estimates for rehabilitation work.

Express oneself clearly and concisely, both orally and in writing.

Maintain clear and concise case files.

Possession of a valid Oregon driver's license and ability to meet City driving standards.

**WORKING CONDITIONS**

Work is performed in the field and in an office setting. Work requires visual and sensory evaluation of a variety of conditions concerning construction and safety issues involving private property. Office work involves interacting with other City employees, contractors, and property owners, via telephone or in person, concerning rehabilitation efforts and progress; responding to changing deadlines and interruptions; and operation of a computer to compose specifications and reports. Work occasionally calls for working with others who may be upset or confrontative.