

# HOUSING REHABILITATION SPECIALIST

Recruitment #1603-0522dc-001

**List Type** Original

**Requesting Department** DEPT OF CITY DEVELOPMENT

**Open Date** 3/19/2016

**Filing Deadline** 4/18/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## Introduction

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## Purpose

Under the direction of the Housing Rehabilitation Manager, the Housing Rehabilitation Specialist is responsible for providing technical assistance and oversight for housing rehabilitation projects being carried out throughout the Department of City Development's Housing Rehabilitation Programs. This includes conducting inspections, preparing cost-estimated scopes of work identifying items required to ensure compliance with building code and program requirements, assisting homeowners with bidding and contractor selection, monitoring construction and approving payments to contractors.

## Essential Functions

- Inspect properties to determine the improvements required to achieve program standards.
- Create rehabilitation specifications (scopes of work) and drawings that assure compliance with federal, state and local housing codes and program requirements, including lead safety and energy efficiency.
- Conduct preconstruction conferences, perform interim and final inspections during construction, and approve payments to contractors.
- Assist clients with obtaining and reviewing bids or proposals.
- Coordinate with housing specialist to advised homeowners on rehabilitation projects and determine eligibility for leans and assistance under City of Milwaukee's housing rehabilitation programs.
- Mediate problems which may occur during the term of construction, including resolving disputes between homeowners and contractors.

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- Prepare and present rehabilitation plans and technical reports for review and approval by the supervisor and internal loan committee.
- Prepare contract documents for owners and contractors.
- Complete documentation from the field including inspection notes, updates to the project tracking database, and compile other documentation required for compliance with program requirements.
- Ensure contractors meet program requirements through background review and licensure verification.

### **Minimum Requirements**

Bachelor's Degree in architecture, engineering, construction management or a closely-related field from an accredited college or university.

***Or***

An Associate's Degree in architecture, engineering, construction management or a related field AND two years of experience in building construction, design, or rehabilitation performing duties related to this position.

*IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be submitted with your resume and cover letter. Resumes without transcripts attached will be considered incomplete and will be rejected.*

***Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.***

*Equivalent combinations of education and experience may be considered.*

Valid driver's license and the availability of a properly-insured personal vehicle for use on the job at the time of appointment and throughout employment. Automobile allowance is provided.

### **Knowledges, Skills, Abilities & Other Characteristics**

- Knowledge of building, construction and rehabilitation principles and design standards, including knowledge of interior and exterior finishes.
- Knowledge of codes related to fire, electrical, plumbing, HVAC, real estate and zoning.
- Knowledge of regulations governing programming.
- Knowledge of contracts and proposals.
- Oral communication skills; the ability to convey technical information in an understandable manner and communicate effectively with a wide variety of people (e.g. property owners, contractors, co-workers and community organizations) in person, on the telephone and in a public setting.
- Customer service skills to ensure exceptional service is provided to the public to meet their needs.

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- Written communication skills; the ability to create rehabilitation plans accurately and create clear and concise business correspondence.
- Interpersonal skills; the ability to handle a variety of interpersonal situations such as, volatile or tense situations requiring mediation, handle angry persons, be persuasive, empathetic and treat all persons the same, provide uniform enforcement and work collaboratively.
- Computer skills; the ability to learn proprietary software, use spreadsheet and word processing software and use e-mail.
- Problem solving skills to recognize and recommend solutions.
- Ability to work effectively with people from all cultural, educational and socioeconomic backgrounds to accomplish program goals.
- Ability to inspect properties, apply codes, recognize non-compliance and make suggestions for improvements are needed to meet program guidelines.
- Ability to read and interpret technical material and building codes.
- Ability to take onsite measurements, perform mathematical calculations, track project budget and record data accurately.
- Ability to understand financial information to perform accurate calculations.
- Ability to handle sensitive situations that require mediation.
- Ability to perform mathematical calculations such as square footage, roof pitch, floor area, window area, and site perimeter.
- Ability to plan and prioritize responsibilities to meet deadlines and adjust priorities as necessary.
- Honesty and integrity to meet professional standards for handling confidential information and politically sensitive issues.

### **Current Salary**

The current starting salary (PG 2EN) for City of Milwaukee residents is \$51,715 annually, and the non-resident starting salary is \$50,447. Appointment above the minimum requires approval and will be based on qualifications and experience.

### **Selection Process**

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **April 8, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment

may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- ***NOTE:*** *The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*