

RESIDENTIAL CONSTRUCTION SPECIALISTDEFINITION

Under general supervision, provides specialized technical support in the administration and operation of the City's residential rehabilitation loan programs, new construction and other projects throughout the City.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs property inspections and identifies substandard conditions, code violations, health and safety deficiencies, fire hazards and deferred maintenance; prepares detailed reports and project specifications describing the work necessary to bring properties in compliance with applicable codes, standards and regulations (local, state and federal); prepares itemized cost estimates and performs construction feasibility analyses; prepares bid packages, evaluates bids and construction budgets; conducts pre-construction meetings with contractors/developers; reviews invoices and pay requests, conducts work-in-progress and final inspections, obtains lien releases, change orders and approves the disbursement of payments to contractors/developers; analyzes and interprets architectural drawings, specifications and related documents; assists property owners participating in the City's residential rehabilitation programs in all construction related matters regarding the rehabilitation of their properties; interacts with other City departments as required; maintains project records and rehabilitation database; participates as a member of the City's loan committee and quality teams; provides assistance in the development, modification and implementation of program policies, procedures and practices, and performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an effective and experienced journey level classification involving a combination of technical inspection work, property rehabilitation (repair and alteration) counseling and multi-party liaison involving coordinating, monitoring, expediting and contract enforcement functions. This class requires good subject-area knowledge and above-average tact and responsiveness. It is distinguished from the next higher Senior level in that the Senior is responsible for the most complex projects and performs supervision over assigned staff.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years recent experience in residential and/or commercial property rehabilitation, building code enforcement, supervisory building construction experience or any equivalent combination of training and experience that provides the following knowledge, skills and abilities.

Knowledge of: materials, methods, techniques and practices used in residential rehabilitation and new construction; construction costs and estimating; general provisions of the various codes, standards and regulations applicable to residential rehabilitation and new construction in the City of Santa Ana including, but not limited to, the California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, Federal Housing Quality Standards and the Federal Lead-Based Paint Regulations; various federal, state and local funding sources and related requirements.

Skill in: the use of a personal computer; business software applications such as Word, Excel and Access is desirable.

Ability to: interpret and analyze construction plans, specifications and related documents; analyze construction cost data and budgets; interpret laws, codes and ordinances, draw sound conclusions and make recommendations; identify and resolve construction issues in a manner that expedites the completion of quality projects; effectively interact and communicate with property owners, contractors, developers, architects and other agencies.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well organized and manage competing priorities well and work independently but also as a member of a team. They possess excellent technical skills complemented by the ability to effectively solve problems and work with a wide variety of individuals in order to expedite projects. In addition, they possess good judgment, a positive attitude and strong oral and written communication abilities.

Class title established per Council Resolution No. 83-106,
effective 9-1-83

Class Specification Revised: 8/03

ADA Approved: 8/03