

SENIOR RESIDENTIAL CONSTRUCTION SPECIALISTDEFINITION

Under direction, administers, supervises and participates in the operation of the City's low to moderate federally-funded housing rehabilitation loan programs; new construction and other property improvement projects and serves as technical advisor to the City's Community Development Management Team and the Santa Ana Housing Authority.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Confers with and advises City officials having project policy-making responsibility in the development, modification and implementation of project-operating policies, procedures and practices. Establishes and maintains close liaison with escrow companies. Develops and disseminates program marketing information. Selects and trains subordinates and assigns, supervises and evaluates their work. Makes final recommendation regarding program eligibility and most feasible treatment of property in relation to available financing. Refers applicants to lending agencies. Supervises bid openings and counsels owners in bid evaluation and selection. Supervises the checking of contractor performance and coordinates in-progress and final inspections by City inspectors. Investigates, documents and resolves complaints/problems involving subordinates, contractors, property owners or grant-funding agencies. Prepares program budget and revisions to grant applications. Prepares detailed technical and cost estimating reports. Sets up and supervises the maintenance of case history records. Supervises staff implementing other property improvement projects funded under the Community Development Program. Performs other related duties as required.

DISTINGUISHING FEATURES OF THE CLASS

This is responsible administrative, technical and supervisory work involving extensive public contact and the application of a considerable amount of specialized knowledge of low to moderate housing improvement program regulations, construction valuation and property improvement financing techniques. Work requires the frequent exercise of initiative, independent judgment and discretion.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to two years of college-level training in planning, engineering, or related fields including one year in a lead or supervisory capacity. Five years of experience in the planning, design and construction supervision/coordination of residential or commercial developments, including or supplemented by experience in planning, developing and implementing a low to moderate urban redevelopment or rehabilitation program; or any combination of training and experience which provides the following knowledge, skills, and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: HOME, Community Development Block Grant (CDBG), and tax-increment regulations; housing remodeling and rehabilitation construction materials, methods, techniques and practices; construction costs and cost estimating; general provisions of the Uniform Building, Electrical, Plumbing and Mechanical Codes as applied to remodeling/rehabilitation construction; various techniques of public and private financing as applied to Federally-assisted property rehabilitation projects. City zoning regulations; State and Federal guidelines for rehabilitation programs.

Ability to: organize and administer program functions and activities, including supervision of subordinate technical personnel; interpret and evaluate construction plans and specifications; prepare construction cost estimates and specifications; determine most feasible rehabilitation treatment of residential property in relation to available financing; provide some financial counseling services; establish and maintain effective working relationships with property owners, contractors, other City employees and the general public.

DESIRABLE CHARACTERISTICS

The successful performer knows and understands the procedures for residential rehabilitation. This effective leader is able to organize a complex caseload and can coalesce diverse interests and arbitrate disputes between contractors, homeowners, and building inspectors.

Original Title: Property Rehabilitation Supervisor
Established per Resolution No. 78-43
Effective 4-1-78

Title change to Senior Residential Construction Specialist
per Resolution No. 87-59,
effective 7-1-87

Class specification revised: 4/02
ADA approved: 4/02