

City of Fort Worth, Texas Job Description

Classification Title	Housing Rehabilitation Technician I		
Job Code:	TC5200	Job Family:	Technical/Para-Professional
Pay Grade	508	Date Reviewed:	07/17/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Inspects housing units to identify health and safety related issues for home repair programs. Provides appropriate repair recommendations, prepares work estimates, negotiated bids, oversees construction work phase and inspects final work product. Reviews final invoices for final payment request and prepares administrative reports.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists in surveying and inspecting dwelling units. Recognizes health and safety deficiencies in utility systems, structural systems, exterior housing units and other violations of the Minimum Building Standards Code.
2. Prepares clear and concise work specifications. Calculates rehabilitation cost estimates.
3. Reviews all components of the bid process. Participates in verifying that contractor bids coincide with money allocated. Ensures no unapproved changes were made.
4. Monitor rehabilitation work in progress. Counsels applicants on loan delinquencies and debt payments. Processes financial data required for each individual loan case.
5. Assists in performing final inspections. Identifies additional items to be replaced or repaired. Determines payment date.
6. Prepares and maintains housing rehabilitation inspection reports.
7. Answers phone calls and responds to applicant questions and complaints. Assists applicants with completing necessary forms.
8. Reads and understands blueprints specifically related to housing rehabilitation services and activities.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a housing rehabilitation program.
 - Principles and practices of residential construction.
 - Loan and grant financial statements and forms.
 - Procedures for assembling financial data and loan applications.
 - City codes and housing regulations.
 - Occupational hazards and standard safety practices.
 - Analysis and interpretation of blueprints and drawings.
- **Skill in:**
 - Making sound decisions and using good judgment.
 - Prioritizing work activities.
 - Making observations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Apply knowledge of operations and services of a housing rehabilitation program.
 - Perform analysis of blueprints and related housing schematics.
 - Maintain records and files documenting progression and scope of rehabilitation work.
 - Evaluate bids and perform cost analysis.
 - Understand and follow oral and written instructions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and one year of experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.