

City of Fort Worth, Texas Job Description

Classification Title	Housing Rehabilitation Technician II		
Job Code:	TC5210	Job Family:	Technical/Para-Professional
Pay Grade	510	Date Reviewed:	06/25/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs various administrative and technical duties related to housing rehabilitation programs; surveys and inspects housing units; monitors efforts of both homeowners and contractors concerning rehabilitation projects; and provides responsible assistance to program supervisory and management staff, including maintaining records and preparing 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. Surveys and inspects 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. Prepares and maintains housing rehabilitation inspection reports. Evaluates loan to value ratios. Calculates amount that can be loaned out to applicants.
3. Reviews all components of the bid process and verifies contractor bids coincide with money allocated. Ensures no unapproved changes were made.
4. Monitors rehabilitation work in progress; mediates negotiations between contractor and homeowner; recommends and determines the best action to resolve disputes.
5. Performs final inspections and identifies any additional items to be replaced or repaired. Determines payment date.
6. Identifies all critical information that needs to be kept in financial files.
7. Trains assigned employees in their areas of work including safety methods, procedures and techniques.
8. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned housing rehabilitation services and procedures; works with employees on the continuous improvement of service.
9. Reads and understands blueprints specifically related to housing rehabilitation services and activities.

10. Monitors rehabilitation work in progress; mediates negotiations between contractor and homeowner; recommend and determine the best action to resolve disputes.
11. Performs related duties as required.
12. 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:**

- Home inspection process.
- Home Quality Standards Inspection check.
- Home inspection business and home buying process.
- Grant funded programs.
- Housing and Urban Development (HUD) Program Services.
- Tarrant County Appraisal District web page.
- Computer programs and related software.
- City departments.
- Construction Process and subcontractors.
- 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:**

- Make observations.
- Make sound decisions.
- Use good judgment.
- Time Management.
- Prioritization.
- Data analysis.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Calculate construction cost.
- 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.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college or university with coursework in business administration, accounting, social services or related field and two years of increasingly responsible experience in housing programs, code enforcement or other closely related field.

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.