

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 8, 2012
CLOSING DATE: NOVEMBER 14, 2012

DEPARTMENT: Community Services

POSITION: Housing Rehabilitation Specialist

LOCATION: Globe

JOB CODE: 12-106

PART TIME POSITION/DURATION 1 YEAR/8 HOURS PER WEEK

HOURLY SALARY: \$14.00 PER HOUR

NATURE OF WORK

Coordinates and assesses housing repair, improvement, weatherization and rehabilitation for low income County homeowners; coordinates, awards and inspects the work of contractors.

DUTIES AND RESPONSIBILITIES:

- Performs initial inspections to identify housing problems and determine necessary repair/improvement requirements and assistance to be provided.
- Obtains and utilizes information gathered in the field during energy/safety audits and housing inspections to write a scope of work; ensures scope of work estimates are in line with available funding.
- Coordinates work to be done with contractors and subcontractors; inspects work in progress on job sites; ensures scope of work is maintained and in accordance with relevant codes and regulations; conducts final inspections and project close outs.
- Allocates appropriate funds to each phase of a job.
- Mediates contractor and/or client concerns relative to work being performed.
- Prepares bids and advertisements for newspaper publication; reviews and awards bids.
- Monitors and maintains program supply inventories.
- Prepares and maintains relevant documentation and records; assists in preparing reports in accordance with program reporting requirements.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field when performing housing inspections; may be exposed to variable weather conditions, mold, dust, rodent/animal feces, and insulation; must be able to crawl through attics and into crawl spaces when conducting housing inspections; standing, walking, bending, crouching, and lifting up to 50 pounds is involved; required to drive a motor vehicle/truck for inspections and visits to residences.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and three (3) years housing rehabilitation or construction trades experience in HVAC, electrical and plumbing; or equivalent combination of education, training and experience. A Valid Arizona Driver's License; Residential Mechanical Inspectors License; Lead Based Paint Inspectors License; Combustion Safety Certification; Advanced Air Diagnostics Certification; Refrigerant Handler's Certification; Gila County Septic System Design, BPI Certified and Inspection Certification.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of housing rehabilitation; housing rehabilitation programs and services; housing inspection processes and standards; equipment and tools used in the inspection of housing; codes and regulations governing housing rehabilitation; housing construction and repair processes; HVAC, plumbing and electrical work relevant to housing; bid procedures and processes; housing program documentation and reporting requirements.

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Ability to: Conduct inspections to identify housing problems; determine housing repair/improvement requirements; write scopes of work; ensure work estimates are in line with funding available; allocate appropriate levels of funding for jobs; coordinate contractor/subcontractor work; inspect work in progress and conduct final inspections; ensure compliance with housing codes and safety regulations; mediate client/contractor concerns; review and award bids; prepare and maintain program documentation, records and reports; communicate effectively verbally and in writing.

Skills in: Coordinating housing rehabilitation for low income homeowners and conducting housing inspections.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.