

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 14, 2014

REVISED: JULY 22, 2014

CLOSING DATE: AUGUST 4, 2014

DEPARTMENT: Community Services

POSITION: Housing Rehabilitation Specialist

LOCATION: Globe

JOB CODE: 14-012

ANNUAL SALARY: \$26,495.00-\$36,431.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to assist in planning and coordination of Gila County Housing Services Projects.

This position manages activities that provide support to residents eligible for Low-income assistance. Assists with coordination of services and the work of contract providers for a variety of housing requirements.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">• Completes energy conservation testing and assigns correct funding to accomplish a safe and energy efficient home for the client. All of which is completed in compliance with Federal, State and County guidelines and regulations, as well as funding and grant requirements.	20%
<ul style="list-style-type: none">• Assists in the coordination of services of contract providers for variety of housing requirements and develops scope of work that complies with the program and allocates appropriate funds to each phase of a job.	20%
<ul style="list-style-type: none">• 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.	20%
<ul style="list-style-type: none">• Determines savings to investment ratios and budgets per funding requirements.	10%
<ul style="list-style-type: none">• Assigns contractors for projects through bidding process and submits purchase orders and invoices for projects; mediates contractor and/or client concerns relative to work being performed.	10%
<ul style="list-style-type: none">• Performs initial inspections to identify housing problems and determine necessary repair/improvement requirements and assistance to be provided and retests projects to determine energy performance requirements and health and safety issues.	10%
<ul style="list-style-type: none">• Composes building and financial reports and submits to authorities; participates in and provides training.	10%
<ul style="list-style-type: none">• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project coordination support on capital development and employee training and development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues on a daily basis; explains County procedures on a daily basis and responds to public inquiries on a monthly basis.

WRITTEN COMMUNICATION DUTIES

This position creates or edits, emails on a daily basis and reports on a daily basis.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year).

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years housing rehabilitation or construction trades experience in HVAC, electrical and plumbing; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

BPI - BPI Building Analyst and Envelope professional, Neighbor Works America Rehabilitation Management, EPA Lead worker and firm certification, OSHA 10 and 30.

KNOWLEDGE REQUIRED

Building and construction, finance, federal, state, local laws, regulations, statutes, public safety regulations, heating, ventilation, air conditioning (HVAC).

SKILLS REQUIRED

Problem solving, developing alternative solutions, analyzing operations, quality control analysis, conducting tests, using scientific rules and methods, operating special gadget, multi-tasking.

ABILITIES REQUIRED

Recognize problems, make sense of multiple data, make sense of multiple information, multi-task, consider options, risks and benefits.

PHYSICAL DEMANDS

- Regularly stands to present.
- Regularly sits to complete report, operate computers and occasionally sits to operate special equipment.
- Regularly lifts up to 75 lbs. of work related materials, equipment, tools and/or gears.
- Routinely requires dexterity for keyboard operation, special gadgets and for special machines.
- Incumbents in this position may be required to routinely bend, stoop, crawl, kneel and twist.

WORK ENVIRONMENT

Work is performed in a standard office environment and in the field when performing housing inspections.

SAFETY RISK EXPOSURE

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.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees and/or delays in related work areas. Delays of services are possible.

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.