



ESCAMBIA COUNTY
 Department of Human Resources
 221 Palafox Place, HR Suite 200
 Pensacola, FL 32502-5835
 (850) 595-3000 Out-of-Area: (866) 609-
 0603

<http://www.myescambia.com/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Housing Rehabilitation Specialist**

An Equal Opportunity Employer

RECRUITMENT RANGE

\$19.40 - \$22.54 Hourly \$1,552.00 - \$1,803.20 Biweekly \$40,352.00 - \$46,883.20 Annually

ISSUE DATE: 07/15/15

FINAL FILING DATE: Wed. 07/29/15 11:59 PM Central Time

THE POSITION

Mandatory Testing Position: Requires Drug Testing

Performs building inspections to determine and enforce minimum standard codes and compliance, prepares rehabilitation work write-ups, specifications and cost estimates; oversees rehabilitation projects and inspects for satisfactory completion of work and performs related duties as assigned.

EXAMPLES OF DUTIES

Technical field work inspecting and evaluating private dwellings for housing renovation and repair as allowed with HUD guidelines.

Inspects private housing facilities to determine the conditions and extent of work required to insure compliance with program property rehabilitation standards, local housing laws and regulations.

Prepares detailed reports and work write-ups including work specifications and job estimating of the dwelling. Prepares bid packages and conducts bid openings.

Discusses with property owner and contractor/builder rehabilitation work necessary to bring dwelling up to code requirements or weatherization standards.

Provides information, interpretation, and explanation of HUD regulations, the county building standards or codes to property owners and contractors as necessary.

Assists the homeowner in contracting the construction rehabilitation work.

Reviews and evaluates building rehabilitation construction to insure that specifications meet contract compliance.

Assists with temporary relocation arrangements when necessary.

Performs routine inspections of construction work to insure that rehabilitation work is progressing according to schedule and meeting plan specifications.

Determines when rehabilitation work is complete and recommends final payment. Advises supervisor of problems for resolution or direction.

Prepares memorandums and reports as required.

Performs other duties of a similar nature or level.

QUALIFICATIONS

Training and Experience:

High School Diploma or equivalent and five years of work experience in the building construction field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

Must possess a valid driver's license

Knowledge, Skills, Abilities

Knowledge of building construction and repair

Ability to read and interpret construction plans

Ability to discuss and advise building contractors and homeowners of construction repair practices and techniques

Ability to inspect and oversee the rehabilitation construction of dwellings making necessary recommendations for construction changes or revisions

Ability to learn local ordinances and codes

Ability to learn state and federal regulations as they apply to Home Investments Partnership Program (HOME), State Housing Initiatives Partnership (SHIP), and Community Development Block Grant Programs (CDBG).

Ability and agility to perform inspection work in all weather conditions

Ability to use independent judgment, analyze information and formulate recommendations

Ability to maintain records and prepare reports

Ability to establish and maintain effective working relationships with employees, officials and the public

Ability to communicate effectively both orally and in writing

Ability to utilize all features afforded by Word processing software and other required software and personal computer equipment utilized by the assigned work unit

Skill at a journeyman level in application of principles and practices of building construction trades

SPECIAL REQUIREMENTS:

Must obtain required certification within six (6) months of employment.

Must possess a Level 1 Certificate as issued by the certification program of the International Code Council (ICC), in one of the following programs: Building Inspector, Plumbing Inspector, Mechanical Inspector, Residential Electrical Inspector, Commercial Electrical Inspector or Rehabilitation and Preservation Inspector (Housing Rehabilitation Inspector); or, Construction Inspector or Assistant Chief Inspector certification in one of the following (i.e.: Building, Electrical, Plumbing or Mechanical); as issued by the Building Officials Association of Florida (BOAF); or Chief Level certification in one of the following trades (i.e. Building, Electrical, Plumbing or Mechanical) as issued by the Building Officials Association of Florida (BOAF); or, Level 2, 3 or 4 certification in one of the following trades (i.e.; Building, Electrical, Plumbing or Mechanical) as issued by the certification program of the International Code Council (ICC). A general contractor's license would also be accepted. However it must remain inactive while employed by the County.

This position is classified as a Safety Sensitive position and mandatory drug testing is required.

SUPPLEMENTAL INFORMATION Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

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EXAM #01717

HOUSING REHABILITATION SPECIALIST

JF

Housing Rehabilitation Specialist Supplemental Questionnaire

* 1. Escambia County Board of County Commissioners has adopted a Tobacco Free Hiring

policy effective 10/01/2008. A candidate selected for employment will be tested for nicotine. A positive test result or refusal to be tested will prevent employment and bar the applicant for the next 90 days. Have you used any nicotine products in the past 30 days?

No, I have not used nicotine products in the past 30 days.

Yes, I have used nicotine products in the past 30 days.

- * 2. I understand that I am not to list a sitting Escambia County Commissioner as a reference and will not contact any Commissioner about this job posting. Should I list such reference, I understand my application will be rejected.

Yes, I understand.

No, I do not understand.

- * 3. Do you have a high school diploma or equivalent?

Yes

No

- * 4. Do you have a valid driver's license?

Yes

No

- * 5. Do you have five years of experience in the building construction field?

Yes

No

- * 6. If you have this required work experience, please indicate total number of years and where you obtained the experience. **NOTE: All relevant work experience must be listed in the "Work Experience" section of this application. If none, type NA.**

- * 7. Do you have any experience with State (SHIP) or federal (HOME, CDBG) housing programs? If yes, please describe. **If none, type NA.**

- * 8. Do you have any experience with inspection of properties for code deficiencies?

Yes No

- * 9. Do you have any experience in preparation of work specifications for housing rehabilitation and new construction?

Yes No

- * 10. Are you able to read construction plans/specifications to inspect construction progress?

Yes No

- * 11. Please list any certifications and/or licenses (including contractor's license) you may have that are issued by the International Code Council (ICC) , Building Officials Association of Florida and any other certifications as noted in "**Special Requirements.**" **If none, type N/A**

- * 12. If you have any certifications and/or licenses, in what discipline(s) do you carry (i.e.: building, plumbing, electrical or mechanical). **If none, type N/A**

- * 13. Are you a current internal Escambia County BCC employee? **(For recruitment purposes**

temps, volunteers and contract employees are considered external applicants.)

Yes No

* Required Question