

REHABILITATION TECHNICIAN

IV-4212

Date: October 2009

Department/Division: Community Development

FLSA: Non-Exempt

Reports to: Neighborhood Services Supervisor

PURPOSE OF POSITION

Under general direction of the Neighborhood Services Supervisor, advises and assists property owners in designated areas through a variety of programs in the rehabilitation and conservation of residential and commercial properties. Gathers information about the structure and property, needs of the individual client and applying housing, structural, plumbing, electrical, lead hazard reduction, and mechanical code requirements.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned. Other duties may be assigned.

- Gathers information about the structure and properties by reviewing lead risk assessment of property, local code inspections letters, interviewing owners and family, and surveying the structure for deficiencies and remedies. This includes structures/properties in the Elderly/Disabled Program and/or Emergency Program.
- Writes specifications in contracts for lead inspection information, lead hazard reduction and required repairs.
- Estimates cost feasibility of projects and adjust as needed to fit the budget.
- Bids projects and works with the low bidder and property owners to finalize contracts.
- Processes change orders and payments. Conducts inspections of work performed including lead clearances.
- Tracks projects during the one year warranty period and process final payment to contractors.
- Performs lead inspections/risk assessments as needed and interpret the results.
- Manages ramp programs by developing a ramp that works on each property, gathers bids and follows to completion.
- Performs other directly related duties consistent with the role and function of the position as assigned by the Neighborhood Services Supervisor.
- Establishes and maintains effective working relationships with officials, other agencies, fellow employees, and the general public.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts and/or up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from standard high school or GED equivalent; two years minimum experience in building construction, remodeling, real estate sale or appraisal, housing/building code enforcement or any combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**Abilities**

The employee frequently is required to use hands and fingers to handle and feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Knowledge of codes concerning housing repair including structural, electrical, mechanical, and plumbing; through knowledge of the materials, methods and practices used in maintenance and repair. Knowledge to interpret lead risk assessments and hazards and to correct the issues. Ability to read and write specifications and contracts and recognize deviations from those plans during rehabilitation.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide effective and courteous assistance to clients. Requires the ability to write and speak effectively with fellow employees, City Council, contractors, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to minorities, women and other protected classes in the community at all socioeconomic levels.

Work Environment

Most of the work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noises; and visiting locations within the community whose environment may be different from the City's. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

Special Requirements

Requires a valid Motor Vehicle Operators License and a valid Lead Inspector/Risk Assessor certification or the ability to obtain such within six months of employment.

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766
Dated 10/05/09