

HOUSING REHABILITATION SUPERVISOR

4335

Date: May 2006

Department/Division: Community and Economic Development

FLSA: Non-Exempt

Reports to: Community and Economic Development Division Mgr.

PURPOSE OF POSITION

Under the general direction of the Community and Economic Development Division Manager requiring advanced technical work in assisting property owners in urban renewal areas in the rehabilitation and conservation of properties. Manages all of the housing, rental, and commercial rehabilitation programs for the City.

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.

- Supervises all Rehabilitation programs.
- Manages properties that the City purchases for future developments.
- Performs cost estimates for demolition projects.
- Completes asbestos and lead-based paint inspections.
- Supervises Rehabilitation Technicians.
- Monitors construction work completed for compliance with recommended plans, materials and workmanship and certifies to its completeness and quality.
- Markets and explains the economic advantages of improvements to owners; determines the most feasible method of financing, and recommends and refers property owners to appropriate financial sources; delivers training sessions to cities, agencies and organizations.
- Prepares and maintains varied work records and reports; updates funding accounts.
- Selects and purchases properties; monitors construction specifications and cost estimates of improvement work for compliance with standards.
- Plans and determines which program funds to apply for and number of cases to do; develops applications and executes the final grants.
- Maintains regular and punctual attendance and working hours.
- Finds and solicits MBE & WBE contractors for programs; attends training on MBE & WBE participation.
- Develops and executes programs of neighborhood home improvement and rehabilitation, and includes planning, scheduling and controlling the work of Housing Rehabilitation Analysts and Rehabilitation Financial Assistant responsible for specific rehabilitation activities or other rehabilitation section work assignments.
- Schedules and conducts property surveys, follow-up procedures to assure the timely and correct rehabilitation and conservation of properties in urban renewal areas, and procedural follow-up with other City officials to assure conformance with codes and Property Rehabilitation Standards.
- Regularly lifts 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

High School Diploma and seven to ten years experience or two years of college/Associates Degree and two to less than five years experience or bachelor's degree and up to two years experience. Considerable experience in building construction, remodeling, real estate sale or appraisal, housing code enforcement or building code enforcement. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities..

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

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

Thorough knowledge of the practices and techniques of housing remodeling and construction work and of the stages of construction where specific improvements need to be installed; good knowledge of economics, sociology and home financing as applied to urban renewal and property improvement; good knowledge of local financial and credit sources, both private and governmental; good knowledge of the applicable rules, regulations, guidelines and other standards required by Federal agencies for granting of housing and related loans and grants, as well as the procedures necessary for their execution; good knowledge of the Minimum Housing Code and State and Federal statutes and regulations pertaining to minimum standards of housing, urban renewal practices and principles, and basic planning standards; good knowledge of the capabilities of local contracting and realty firms; ability to read, interpret and explain complex building plans, sketches and drawings; ability to work with persons to secure cooperation in rehabilitation efforts; ability to express oneself clearly and concisely, orally and in writing; good physical condition.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, 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

Fifty percent of 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

Possession of a valid Iowa driver's license or the ability to provide reliable transportation.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

Department Approval

Date

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: Res# 000382

Dated: May 31, 2006

HOUSING REHABILITATION SUPERVISOR (continued)

4335

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