



CITY OF LAKELAND, CIVIL SERVICE
invites applications for the position of:

Housing Rehab Specialist II

Housing 1210000000

SALARY: \$19.53 - \$30.30 Hourly
\$1,562.38 - \$2,424.00 Biweekly
\$3,385.17 - \$5,252.00 Monthly
\$40,622.00 - \$63,024.00 Annually

OPENING DATE: 11/24/14

CLOSING DATE: Continuous

GENERAL DESCRIPTION OF CLASS:

This is responsible technical work requiring considerable knowledge and skills in building construction, with emphasis on residential rehabilitation and construction modification. Responsibilities include the preparation and review of construction bid packages to be presented to the Housing Programs Coordinator. This includes estimates of material and labor cost, preparation of required forms, drawings and specifications. Individual is expected to perform within established codes, regulations and technical guidelines. Participates in technical work of extensive difficulty in the preparation of construction plans, blueprints and specifications. The position involves extensive contact with builders, architects, property owners and members of the public. Performance is subject to review through regular evaluations.

Previous Applicants Need Not Reapply

EXAMPLE OF DUTIES:

- Provides technical assistance to applicants on all phases of residential construction.
- Prepare plans for the construction, alteration and/or removal of buildings and for compliance with applicable codes.
- Conducts routine inspections of construction to determine acceptable design, workmanship and materials are used and that contract provisions and applicable codes are met.
- Prepares contract revisions in coordination with coworkers and as needed to meet client and budget requirements.
- Interprets and explains the appropriate codes, regulations and contract to recipients, contractors, builders and other interested parties.
- Conducts pre-construction conferences with clients and contractors including preparation of documents.
- Coordinates the temporary relocation of clients
- Responsible for minor dispute resolution between contractors and homeowners.
- Coordinates with commercial companies the installation of carpet, heaters, appliances and other functions related to completing construction, enforcing all warranty work and closing a file.
- Responsible for overseeing the maintenance of insurance, license and permit records on all contractors.
- Maintains records and documentation of inspections and other work performed. Compiles data and submits written and/or oral reports as necessary.

ADDITIONAL RESPONSIBILITIES:

- Coordinates special emergency rehabilitation, special projects and bulk purchases such as, but not limited to appliances and special heating/cooling items.
- Responsible for assuring projects comply with HUD protocol for control of lead-based paint which includes the following functions:
 - a. Determining the presence of lead-based paint in homes built prior to 1978
 - b. Determining the risk associated with the presence of lead-based paint.
 - c. Creating a Risk Assessment plan to remove the risk by abatement or interim control procedures.
 - d. Inspecting the control procedures in progress and performing the appropriate clearance testing upon completion.
 - e. Certifying the completed project meets the clearance requirements of HUD standards.

- Responsible for conducting environmental assessments and other federal programs regulations (such as Davis Bacon Act) on all affordable housing projects.
- Consult with disabled individuals to determine and provide for their accessibility requirements.
- Performs related work as required.

QUALIFICATIONS:

- A High School diploma from a regionally accredited school or its equivalent and five (5) years of experience in construction with a minimum of two (2) years of rehabilitation experience as a contractor or rehabilitation specialist in a government or non-profit organization or as a building inspector.
- One (1) year of verifiable experience using a computer.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid state of Florida driver's license.
- Must maintain a valid telephone number.
- Must possess within twelve (12) months of employment, certification by the Florida Construction Industry Licensing Board as a Residential Contractor.
- Must possess within twelve (12) months of date of employment, certification as Florida lead-based paint professional risk assessor.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

SUPPLEMENTAL INFORMATION:

- Extensive knowledge of the methods, materials, costs and techniques involved in building construction, repairs and alterations and use of this knowledge to prepare bid packages and reports.
- Considerable knowledge of minimum housing, building, energy, zoning and related codes and regulations.
- Considerable knowledge in the operation of computer, word processing and construction software to prepare entire construction bid package.
- Ability to maintain records and document construction activities through the preparation of reports.
- Ability to create and accurately interpret architectural, construction and engineering plans and specifications.
- Ability to establish and maintain effective relationships with other City employees, recipients of

assistance, contractors, builders and government agencies.

- Ability to express ideas effectively, orally, and in writing and meet deadlines.

WORKING ENVIRONMENT/CONDITIONS:

- Light work that involves walking or standing most of the time, exerting up to 10 pounds of force on a recurring basis. It is necessary to climb ladders/scaffolding, etc and crawl under buildings.
- The job risks routine exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, electrical shock, and heights.
- The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

FILING DEADLINE – OPEN UNTIL FILLED.

Open until filled means that there is currently no definite closing date for the recruitment, however, it may close at any time – **WITHOUT NOTICE.**

Examination date - To be announced.

Required Documents: High School Diploma or High School Transcript.

All applicants MUST attach a copy of the required supporting documents in the provided section of the application BEFORE submission. If you experience difficulty uploading attachments, you may submit them to Human Resources. Failure to provide required documents to Human Resources by the closing date will result in your application being rejected.

**THE CITY OF LAKELAND IS AN EQUAL OPPORTUNITY/EQUAL ACCESS EMPLOYER
AND A DRUG FREE WORKPLACE.**

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lakelandgov.net/employmentservices>

Position #2041-01
HOUSING REHAB SPECIALIST II
JH

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Lakeland, FL 33801-2097
(863)834-8791
(863)834-8798

civilservice@lakelandgov.net

Housing Rehab Specialist II Supplemental Questionnaire

- * 1. Do you possess a High School Diploma or its equivalent from an accredited school?
 Yes No

- * 2. Do you possess a minimum five (5) years of experience in construction with a minimum of two (2) years of rehabilitation experience as a contractor or rehabilitation specialist in a government or non-profit organization as a building inspector?
 Yes No

- * 3. Do you possess a minimum of one (1) year of verifiable experience using a computer?
 Yes No

- * 4. Do you possess a Class "C" Certificate of Competency issued as a result of passing a proctored examination administered by Block and Associates, or certification by the Florida Construction Industry Licensing Board as a Residential Contractor?
 Yes No

- * 5. Do you possess a Class "A" Certificate of Competency issued as a result of passing a proctored examination administered by Block and Associates, or certification by the Florida Construction Industry Licensing Board as a General Contractor?
 Yes No

- * 6. Do you possess a "Provisional" Class Building Inspectors Certificate by the Florida Construction Industry Licensing Board?
 Yes No

- * 7. Do you possess certification as a Florida lead-based paint professional risk assessor?
 Yes No

- * 8. Do you possess a "Standard" Class certificate?
 Yes No

- * 9. By clicking "yes" below, I understand that if I indicated on my application that I have a high school diploma, then I must attach to my application or submit a copy of my high school diploma to the Human Resources Department and failure to do this will subject me to disqualification from the application process.
 Yes No

- * Required Question