

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** REHABILITATION INSPECTOR I **GRADE:** 11

**TITLE ABBREVIATION:** REHAB INSP I **TITLE NO.:** 6642

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** OA **FLSA CODE:** NE

**DEPARTMENT:** COMMUNITY DEVELOPMENT **DIVISION:**

**SUPERVISOR'S TITLE:** DIRECTOR OF COMMUNITY DEVELOPMENT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for conducting field inspections of residential and non-residential structures in Orange County for compliance with the minimum requirements and standards established for building rehabilitation by the Orange County Community Development Department in conjunction with its Community Development Block Grant Programs and HUD. The work includes receiving training in order to risk assess rehabilitation projects for lead paint, and to teach lead-safe workplace practices to contractors and workers. The work is carried out in accordance with established policies and procedures and involves making inspections of facilities to assess rehabilitation needs of structures and to monitor progress of ongoing rehabilitation. Work is performed under the general supervision of the Director of Community Development with leeway for the exercise of independent judgment in all areas related to construction. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Inspects residential and non-residential structures to assess conformity with local, state, and federal building codes.
2. Receives training in order to risk assess rehabilitation projects for lead paint, and to teach lead-safe workplace practices to contractors and workers.
3. Prepares reports on pre-rehabilitation inspection, recommending corrective measures and cost estimates of corrective measures;
4. Prepares a job specification for each project accepted into the program;
5. Inspects work of rehabilitation contractors at sites to verify quality of workmanship and stage of accomplishment for project;
6. Coordinates, reviews, and approves payment requests from contractors for labor and materials with level of project completion;
7. Coordinates and approves any structural, mechanical and/or electrical change contractor introduces after establishment of job specification;

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8. Maintains logs and records of degree of project accomplishment;
9. May attend and/or conduct meetings between rehabilitation contractors and other interested parties to describe and/or assist in implementation of HUD or other program rules and regulations as they apply to building rehabilitation.
10. Attends training (Lead-Based Paint Risk Assessor, NYS Building Inspector, etc.) as required;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of housing and building codes, laws and regulations as established by the County, State of New York and the Department of Housing and Urban Development as they apply to building rehabilitation; good knowledge of basic inspection techniques; good knowledge of the structural, mechanical and electrical components of construction; ability to read and interpret building plans and specifications; ability to successfully complete training requirements to properly perform job; ability to estimate material and labor costs; ability to prepare written reports and maintain records; ability to establish a good rapport with people to maintain effective relationships; ability to communicate effectively both orally and in writing; ability to learn requirements of NYS Uniform Fire Prevention and Building & Residential codes; sound judgment; dependability; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in construction technology, architectural technology or related field and one (1) year of experience in the inspection, construction or repair of buildings which shall have included estimating material and labor costs, maintaining records and reading construction plans; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as described in (A) above;

**SPECIAL REQUIREMENTS:** Possession of valid driver's license.