

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** REHABILITATION INSPECTOR II **GRADE:** 12

**TITLE ABBREVIATION:** REHAB INSP II **TITLE NO.:** 6641

**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 coordinating projects of the Office of Community Development related to federally funded community development activities including the rehabilitation and construction of residential buildings, public services and facilities, and infrastructure improvements. Areas of responsibility include project development, compliance, financial management, contract administration, preparation of reports, and monitoring. The work involves frequent contact with program applicants, developers, project owners, subrecipients, contractors, lending institutions, engineering firms, community organizations, and public officials. Work is performed under general supervision of the Director of Community Development with wide latitude allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision may be exercised over Community Development staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Reviews all applications and proposals and makes recommendations for awards;

Evaluates budgets and conducts cost/benefit analyses on proposed community development activities; Ensures all grant funded activity costs are allocable, allowable, reasonable and necessary;

Conducts National Environmental Policy Act (NEPA) Part 58 environmental site reviews;

Reviews a variety of legal documents including bid packages, municipal and subrecipient agreements, regulatory agreements, notes and mortgages, subordinations, contracts and legal advertisements;

Inspects residential and non-residential structures to assess conformity with local, state, and federal building codes;

Risk assesses rehabilitation projects for lead paint and recommends course of action as needed;

Prepares reports on pre-rehabilitation/construction inspection, recommending corrective measures and cost estimates of corrective measures;

Prepares a job specification for each prospective and/or approved project ;

-continued-

Inspects construction/rehabilitation work to verify scope of work completed;

Coordinates, monitors, and inspects all Community Development activities to ensure all agreement specifications are completed on time;

Attends and/or conducts bid openings, contract signings, and meetings to explain processes and reinforce required documentation;

Resolves problems that arise during and after completion of community development activities;

Prepares, reviews, and processes justification for all amendments to contracts and agreements;

Provides technical assistance and training for subrecipients, staff, municipalities, developers, owners, and other partners to enhance performance as needed;

Coordinates, reviews, and approves payment requests for each project;

Coordinates and approves any change order or amendment introduced after establishment of scope of work;

Maintains project records according to HUD recordkeeping regulations;

Maintains logs and records of degree of project accomplishment using computer applications such as spreadsheets, word processing, calendar, e-mail, and internet searches;

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.

Performs other duties as assigned by the Director of Community Development.

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

Knowledge of state and federal laws and regulations governing programs and projects funded through OCD including: U.S. Housing and Urban Development (HUD) regulations, HOME, CDBG, ESG, ADA, 2 CFR 200 Uniform Guidance, Uniform Relocation Act, Davis-Bacon, Section 3, Equal Employment Opportunity, and Civil Rights Acts; Ability to comprehend federal regulations and implement them through the development and enforcement of policies and procedures; ability to assist in development of departmental programs and procedures; thorough knowledge of housing and building codes and basic inspection techniques; ability to review building and infrastructure plans and specifications; ability to estimate budgets for community development activities; ability to plan and supervise the work of others; ability to understand complex oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to prepare written reports and maintain records; ability to establish and maintain good working relationships; initiative and resourcefulness; good judgment; tact; ability to communicate and deal effectively with others; 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 two (2) years 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 four (4) years of experience as described in (A) above;

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:** Possess and maintain a valid driver's license.

**SPECIAL NOTE:** Candidates appointed will be required to successfully complete and maintain training and certification of EPA Lead-Based Paint Risk Assessor Certification and New York State Basic Code Enforcement Training Certificate for continued employment.

REVISED: 11/15/17 dc

REVISED: 12/29/23 dc