

ORANGE COUNTY CLASS SPECIFICATION

TITLE: REHABILITATION PLANNER **GRADE:** 14
TITLE ABBREVIATION: REHAB PLANNER **TITLE NO.:** 6583
JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD
DEPARTMENT: COMMUNITY DEVELOPMENT **DIVISION:**
SUPERVISOR'S TITLE: DIRECTOR OF COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination and implementation of the Physical Improvement and Housing Rehabilitation Program of the County. The work is carried out in accordance with established policies, procedures and regulations and involves frequent contact with program applicants, private contractors and public officials. Work is performed under general supervision of the Director of Community Development with latitude allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision may be exercised over Rehabilitation Inspectors. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Ensures all rehabilitation and construction work meets federal regulations and standards through on-site visits and review of project documentation;
2. Manages caseload of construction projects and rehabilitation jobs to ensure adherence to schedule;
3. Inspects public improvements, residential and commercial buildings to determine deficiencies and plan renovation work;
4. Resolves problems that arise during rehabilitation and construction projects through negotiations with applicants, contractors, municipalities, etc.;
5. Reviews bid and construction documents for compliance with federal requirements;
6. Prepares specifications and bid packages for rehabilitation work to be completed by contractors;
7. Prepares reports and attends meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of U.S. Housing and Urban Development Program regulations; thorough knowledge of New York Building Codes; good knowledge of zoning, planning and assessment regulations; good knowledge of general construction; ability to plan and supervise the work of others; ability to understand complex oral and written directions; 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 or New York State registered college or university with a Master's Degree in building technology, architecture, civil engineering or related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in building technology, architecture, civil engineering or related field and two (2) years of professional experience in construction management, engineering or renovation construction for residential properties; or
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in building technology, civil or construction engineering or related field and four (4) years of experience as described in (B) above; or
- (D) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (B) above.

ADOPTED: 11/15/89