

Submit resume by going to www.cityofwaterlooiaowa.com, clicking on Job Vacancies, reviewing the Housing Rehabilitation Specialist description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume is Noon on Friday, October 4, 2019.

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION**

HOUSING REHABILITATION SPECIALIST

DEPARTMENT : COMMUNITY PLANNING & DEVELOPMENT
SALARY : \$19.00 - \$22.00 per hour
FLSA : NON-EXEMPT
CIVIL SERVICE : INCLUDED
BARGAINING UNIT : NON-BARGAINING

GENERAL STATEMENT OF DUTIES

Technical and administrative position responsible for performing a wide range of community development assignments including housing rehabilitation and inspections using Federal, State and private funding sources following Federal and City of Waterloo regulations. The work is performed under the general direction of the Senior Rehabilitation Specialist or the Community Development Director, but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Assists low and moderate income homeowners in improving and rehabilitating their properties.
2. Offers technical advice and information on remodeling and rehabilitation techniques.
3. Conducts client interviews and inspections to assess property needs including ways to address existing lead-based paint hazards.
4. Prepares work write-up reports and cost estimates of rehabilitation work.
5. Coordinates rehabilitation work with contractors, offering knowledge of construction techniques and methods.
6. Prepares work agreement/contract between the homeowner and contractor.
7. Conducts follow-up inspection of work completed by contractor as stated in the work agreement/contract.
8. Maintains individual case files, cross-referenced files and other reports.
9. Provides technical information to property owners about various financial methods available for rehabilitation purposes.
10. Interprets contracts on behalf of property owners.
11. Advises members of the public who are seeking information concerning improving and rehabilitating their home.
12. Assists in educating homeowners about the dangers of lead and lead-based paint.
13. Operates standard passenger vehicle to perform some essential functions.
14. Works independently and with others with minimum supervision.
15. Attends work regularly at the designated place and time.
16. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Community, Planning & Development safety rules and regulations.

17. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of minimum housing standards and building code regulations.
2. Knowledge of methods and techniques utilized by private and community organizations concerned with social welfare.
3. Working knowledge of building construction, remodeling costs and applicable codes and ordinances related to building construction.
4. Ability to participate in and discuss problems with people to arrive at solutions to difficult social and economic problems.
5. Ability to complete required training for lead-based paint certifications within designated time, as determined by the department head.
6. Ability to present materials and information in good report form, complete forms and perform required record keeping.
7. Skilled in use of personal computer and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
8. Ability to read, understand and follow Federal regulations regarding government-financed homeowner rehabilitation and remodeling.
9. Ability to interpret complex municipal housing codes and ordinances and make decisions and recommendations regarding rehabilitation and remodeling, following specific guidelines.
10. Ability to prepare and review cost estimates.
11. Ability to communicate effectively orally and in writing, present facts and findings, give advice and recommendations and respond to questions from the public, public officials, coworkers, contractors, property owners and government agency representatives tactfully and in a clear, concise and easily understandable manner.
12. Ability to maintain effective working relationships with other City employees, supervisors, public officials, other government agency representatives and the public.
13. Ability to keep accurate and thorough records.

14. Ability to function with independent judgement and skills to plan, organize and implement rehabilitation duties.
15. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/equivalent with a minimum of three years progressively more responsible experience in building construction, business, finance, building design and engineering or closely related field

OR

Graduate of an accredited technical school with a two-year Associate of Applied Science Degree in architectural and construction technology and a minimum of one year responsible experience in building construction, business, finance, building design and engineering or closely related field

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Iowa driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of ten mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents within a three-year

period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire. Failure to maintain this license will result in disciplinary action.

ESSENTIAL PHYSICAL ABILITIES

1. Sufficient speech and hearing that permits the employee to respond to questions from the public, loan institutions, other government agency representatives, contractors, public officials and coworkers in person or on the telephone.
2. Sufficient personal mobility that permits the employee to safely operate a passenger vehicle, travel inside and outside in all weather, perform inspections on rehabilitated properties, travel for training and to attend meetings.
3. Sufficient vision that permits the employee to operate a personal computer and motor vehicle, inspect rehabilitated properties, review plans on rehabilitation sites, review records, files, government rules, regulations and documents, and perform other administrative and technical duties.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment, education, criminal history and motor vehicle record checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.

3. Must obtain and maintain lead-based paint certifications within time frame determined by department head.
4. Must submit to and pass Civil Service examination procedures including an oral interview.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with a one hour unpaid lunch. Must also be available for department or City activities or meetings that require the attendance of the Housing Rehabilitation Specialist. Occasional out-of-town travel for training. Limited overtime.

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION DATE

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

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