



City of Akron
Housing Rehabilitation Specialist II

SALARY	\$24.18 - \$32.44 Hourly \$50,294.40 - \$67,475.20 Annually	LOCATION	Akron, OH
JOB TYPE	Permanent	JOB NUMBER	2024-O-7-064
DEPARTMENT	Neighborhood Assistance	DIVISION	Housing and Community Services - 907
OPENING DATE	01/17/2024	CLOSING DATE	1/29/2024 11:59 PM Eastern

Definition

This is full performance technical work in the rehabilitation of properties for renewal and code enforcement projects.

An employee in this class assists owners of residential and commercial properties in achieving property improvements necessary for compliance with renewal and code enforcement standards.

Works under the general policy direction of a Housing Rehabilitation Supervisor and within the legal and procedural requirements established for project execution. Work allows considerable independence in carrying out the duties and responsibilities of the job.

Characteristic Work

Drives to work sites and visually inspects properties to identify violations of the housing code and other needed improvements. Performs required risk assessments including lead inspection and Healthy Homes assessments. Prepares appropriate risk assessment report regarding project structure. Confers with property owner to discuss existing problems and necessary repairs. Prepares work specifications which define the extent of improvement required and schedules property improvements in order to rehabilitate the structure. Reviews work specifications and estimates costs of improvement items. Uses personal computers and other standard office equipment to prepare rehabilitation notices, letters of agreement, and other correspondence and reports. Obtains owner's signature on letter of agreement. Assists in the preparation of contract documents and bid packages. Assists property owner in the selection of contractor. Plans and attends homeowner/contractor pre-award conferences and works closely with owner and contractor to ensure acceptable quality of workmanship in meeting property rehabilitation standards. Maintains work progress reports through periodic inspection of contractor performance, prepares clearance reports for lead paint work and authorizes payment(s) to contractor. Attends Loan and Grant Review Committee meetings to answer housing rehabilitation questions. Prepares certificate of completion and related forms. Audits and closes files on projects ensuring paperwork is completed properly. Performs related work as required.

Minimum Qualifications

Graduation from an accredited high school or GED and a minimum of one year of paid experience performing work involved in housing rehabilitation programs. A minimum of four years as a paid general contractor or journeyman in residential building construction or an equivalent combination of related paid experience and training may be substituted for the housing rehabilitation program paid experience. THE EQUIVALENCY STATEMENT MEANS THAT YOU MAY SUBSTITUTE UP TO 50% OF PAID EXPERIENCE WITH RELATED EDUCATION OR TRAINING. Possession of state issued lead risk assessor license, lead abatement contractor license, and renovation, repair, and painting (RRP) certification. Possession of a valid State of Ohio driver's license.

Considerable knowledge of residential and commercial building construction and remodeling materials, practices, and methods. Knowledge of housing codes. Knowledge of remodeling specifications and plans. Knowledge of state and local building codes. Knowledge of state and federal lead based paint regulations. Knowledge of federal Healthy Homes' regulations. Knowledge of lead risk abatement and other related housing rehabilitation programs.

Skill in detecting structural and other violations of renewal and code enforcement standards and in appraising for quality of construction and physical deterioration. Skill in operating personal computers and other standard office equipment to prepare comprehensive technical reports, correspondence and other record keeping activities. Skill in establishing and maintaining effective working relationships with other persons.

Ability to read, interpret, and prepare plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in progress. Ability to operate X-ray fluorescence (XRF) machine and download information into reports. Ability to safely operate a motor vehicle.

List of essential job functions available upon request.

Competitive Examination Process

The selection process will consist of a competitive examination with credit for education and experience. A passing score must be obtained on the competitive examination in order to receive credit for education and experience. TEST WEIGHTS: Competitive Examination 70%, Education 20%, Experience 10%.

Candidates must meet the qualifications and requirements listed in the announcement at the time of examination and at the time of appointment.

NOTE: The competitive examination may be suspended if shown to be impractical because of an insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on 70% for qualifying, 20% for education, and 10% for experience.

Since this examination is posted on a combined basis, two separate eligibility lists will be generated with promotional candidates considered before open candidates.

RESIDENCY: Candidates who have been resident citizens within the corporate limits of the City of Akron for at least one year immediately prior to the examination and who continue to reside within the corporate limits of the City of Akron throughout the remainder of the selection process will have 5 points added to their passing grades. VETERANS: A veteran of the Armed Forces of the United States, honorably discharged from active duty, desiring a bonus of 5 points added to his/her passing grade, must submit proof of discharge in the form of a DD-214 with application.

DRIVER'S LICENSE: An applicant having a valid driver's license from another state will be accepted conditionally provided that, if selected, an Ohio Driver's License must be obtained prior to appointment. Candidates having six or more points on their driving record at the time of appointment will be disqualified from further consideration.

NOTE: YOU ARE RESPONSIBLE FOR CHECKING YOUR APPLICATION STATUS THROUGHOUT THE STEPS IN THE SELECTION PROCESS BY VIEWING YOUR GOVERNMENTJOBS.COM ACCOUNT. IF YOU HAVE ANY QUESTIONS OR ARE UNABLE TO CHECK YOUR STATUS ON LINE, YOU MAY CALL THE DEPARTMENT OF HUMAN RESOURCES AT 330-375-2720.

Email correspondence generated from our system will be sent from info@governmentjobs.com. To ensure you receive important communication from our office, be sure to make this address a safe sender.

The City of Akron is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex/gender, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services.

Applicants are required to meet the minimum qualifications for the position with or without an accommodation. If you are a qualified applicant with a disability, please notify the Department of Human Resources at least one week prior to testing if requesting a reasonable accommodation for the testing process.

Agency

City of Akron

Address

Municipal Building Room 102
166 S. High Street
Akron, Ohio, 44308

Phone

330-375-2720

Website

<http://www.akronohio.gov/personnel>

Housing Rehabilitation Specialist II Supplemental Questionnaire

***QUESTION 1**

Did you graduate from an accredited high school or do you have a GED certificate?

- Yes
 No

***QUESTION 2**

Do you possess a valid driver's license?

- Yes
 No

***QUESTION 3**

Is your driver's license currently suspended?

- Yes

No

***QUESTION 4**

List your driver's license number and the issuing state:

***QUESTION 5**

For the purpose of verifying my eligibility for positions requiring a valid driver's license, I authorize the City of Akron to obtain a consumer report from OPENonline to investigate my driving history for traffic violations and suspensions. I understand that I have a right to request disclosure of this consumer report under the Fair Credit Reporting Act. To print out a summary of your rights under the Fair Credit Reporting Act go to:

https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf. Copies of the summary are also available from the City of Akron Department of Human Resources at 330-375-2720.

I consent

I do not consent (I understand that I will not be considered for positions requiring a valid State of Ohio driver's license)

* Required Question