



CITY OF LORAIN CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052
TELEPHONE (440) 204-2066 FAX (440) 204-2527

**THE LORAIN CIVIL SERVICE COMMISSION
IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:**

CLASSIFICATION:

**Housing Rehabilitation Administrator
BUILDING, HOUSING & PLANNING DEPT.**

SALARY:

**GRADE A7 - Range
\$ 59,260.03- \$72,142.10**

Applications for the classified, non-bargaining, management position of Housing Rehabilitation Administrator in the Lorain Building, Housing & Planning Department are available in the office of the Lorain Civil Service Commission, 7th floor of Lorain City Hall, 200 West Erie Avenue Lorain, Ohio 44052 **beginning Tuesday, November 1, 2022 UNTIL THE POSITION IS FILLED. Applications will be received in person or via email.** Email directly to:

rosemary_white@cityoflorain.org.

(Be sure to include the underscore between rosemary and white.) [Please DO NOT fax or mail!] The office is closed everyday from approximately 12-1:00 p.m. and on holidays. **(Please note that we are closed November 8, 2022 in observance of Election Day and November 10, 2022 in observance of Veteran's Day.)**

Must be a US citizen or have a valid permanent resident card. Must possess a valid Ohio Driver's license.

POSITION SUMMARY:

Possess a comprehensive knowledge in performing property inspections of both residential and commercial properties with a focus on determining violations pertaining to IPMC codes and HOME program standards. The specific person must be proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, Google Sheets and specification writing for rehabilitation projects. Must be able to produce detailed reports and documents per HUD regulations.

EDUCATION & EXPERIENCE

- Must have at least five years of construction experience in trades related to residential
- Education in or experience in Construction Management is preferred
- Residential Building Inspector; Or Interim Residential Building Inspector Certification OR All of the following:
- ICC Property Maintenance Certificate, ICC Housing Inspector Certificate, and an ICC Residential Building Inspector Certificate
- Must possess a Lead Abatement Contractor license through ODH or have the ability to obtain one within twelve months of hire.
- Must possess a Lead Risk Assessor license through ODH or have the ability to obtain one within twelve months of hire.

A complete job description for the position will be available upon request. It will also be attached to this announcement which appears on the City of Lorain website at: www.cityoflorain.org under departments click on Civil Service and then Current Opportunities. Contact Rose White at 440-204-2066 with any questions.

AN EQUAL OPPORTUNITY EMPLOYER



Position Description

Position Title: Housing Rehabilitation Administrator
Department: Building, Housing and Planning
Salary Grade: A7 (COLMAG)
 Additional \$0.75 per hour for additional State Certifications*
Reports to: Director of Building, Housing & Planning
FLSA: Exempt
Date: October 2022

Addendum:

JOB SUMMARY:

Possess a comprehensive knowledge in performing property inspections of both residential and commercial properties with a focus on determining violations pertaining to IPMC codes and HOME program standards. Demonstrate the ability to create a detailed scope of work for a rehabilitation project and manage the rehabilitation work from start to completion. The specific person must be proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, Google Sheets and specification writing for rehabilitation projects. Demonstrate problem solving abilities and conflict resolution techniques between a homeowner and contractor. Must be able to produce detailed reports and documents per HUD regulations. Capable of working in a team environment and also perform professionally in the field unsupervised.

Duties and Responsibilities

- Meets with applicants and explains the inspection and rehabilitation process pertaining to HUD funded programs
- Explain current HUD Lead regulations and mitigation procedures to the homeowner and ensure contractors are compliant during the rehabilitation project with HUD 24 CFR PART 35.
- Monitor and create detailed home rehabilitation specifications and cost analysis for HUD funded city programs
- Create detailed rehabilitation specifications that encompass ICC Property Maintenance Code Violations, Health and Safety issues, Useful Life, HUD Lead Regulations and program standards
- Create work specifications base on HUD Lead regulations
- Create detail floor plan layouts for rehabilitation work reference
- Prepares bid packages and contract documents
- Conducts onsite pre-bid conference with contractors and sub-contractors
- Request bids and/or proposals on work specified in written specifications
- Works closely with homeowners and contractors to facilitate and oversee the rehabilitation project from start to finish and resolve any conflicts between both parties.
- Assists in creating purchase orders, invoices, change orders and release of funds for federally funded projects
- Maintains proper files on each rehabilitation project with conformance to program guidelines and HUD regulations.
- Assist Housing Inspectors with Property Maintenance Code related concerns as needed.
- And other duties as assigned

Planning and Administrative Duties:

- Serves as technical advisor to the Building, Housing, and Planning Director and Program Manager
- Assists in the city's homeowner occupied housing repair programs and other housing related programs
- Assists in preparing, coordinating, and administrating federal and state Building, Housing, and Planning programs as directed by the Director of Building, Housing, and Planning Department
- Assist in reviewing housing and development projects and proposals
- Assist in the preparation of the all federal reports per HUD guidelines i.e. Consolidated Annual Performance Evaluation Report (CAPER) and Action Plan/Consolidated Plan
- Prepares and drafts legislation documents, program regulations, guidelines and other necessary documentation to assist in project implementation
- Continually updates cost and specification database to reflect the most current and accurate information
- Assists in preparing and coordinating housing programs records needed for departmental performance reports/monitoring visits regarding all federal programs

Necessary Competencies:

- Communication Skills- written and verbal
- Customer Service
- Problem Solving
- Prioritizing
- Attention to detail
- Teamwork

Education and Experience Requirements:

- Must have at least 5 years of construction experience in trades related to residential rehabilitation
- Completion of a High School Diploma or GED
- Education in or experience in Construction Management is preferred
- State of Ohio Driver's License
- Residential Building Inspector Certification; or
Interim Residential Building Inspector Certification; or
All of the following: ICC Property Maintenance Certificate, ICC Housing Inspector Certificate, and an ICC Residential Building Inspector Certificate
- Must possess a Lead Abatement Contractor license through ODH or have the ability to obtain one within (12) months of hire.
- Must possess a Lead Risk Assessor License through ODH or have the ability to obtain one within (12) months of hire.

*The Inspector may receive a pay increase of \$0.75 per hour for each additional State certification held in good standing, to a maximum of four (4) additional certificates, and a maximum of four (4) pay increases for the following certifications: Building Inspector, Plumbing Inspector, and/or Electrical Safety Inspector. Additional certifications not listed may be approved, in-keeping with the maximum of four (4). In order to receive grade increases for additional certifications; the Inspector shall execute the duties required to enforce the rules of the Board of Building Standards for each certification.

Knowledge of:

- Rehabilitation programs, construction or any other combination of experience and training which provides the required knowledge, skills and abilities
- Hand tools and equipment related to inspection of properties
- Essential OSHA Responsibilities
- Knowledge and use of safe work procedures
- Recognize job hazards and take proper precautions to assure personal and public safety
- Actively participates in safety programs and necessary trainings.

Skill and Ability to:

- Organize work in a logical and efficient manner
- Maintain record-keeping systems
- Perform accurate and efficient data entry using a computer or handheld device
- Operate standard office equipment (examples noted above)
- Follow departmental or operational procedures and practices
- Compose routine correspondence
- Produce simple reports, accurately
- Communicate effectively with others both verbally and in writing
- Develop and maintain effective working relationships with supervisor, co-workers and general public
- Work on multiple tasks simultaneously
- Work in an open environment with interruptions
- Maintain confidentiality
- Properly maintain a City assigned vehicle and tools

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to handle or feel; reach with hands and arms; and be able to lift up to 50 lbs when necessary.

May have to work in hot/cold climates and walk on uneven or rocky surfaces. The employee may have to enter crawlspaces, attics or basements.

Climbing up of flights of stairs or a ladder when necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.

Employee Acknowledgement

I have read this job description and discussed it with my supervisor.

Employee Name:	
Date Completed:	
Supervisor Name:	
Date:	