

HOUSING REHABILITATION MANAGER

DEFINITION

To direct, supervise, plan, and coordinate the programs and activities of the Energy Conservation and Weatherization/ Housing Rehabilitation programs for multiple counties; to coordinate assigned activities with other County and State agencies and with clients.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for managing a variety of energy conservation and weatherization/housing rehabilitation programs in multiple counties. The incumbent supervises housing rehabilitation workers in the performance of energy conservation and housing rehabilitation services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Director of the Community Action Division of the Human Resources Agency; exercises direct supervision over program and maintenance staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Assume management responsibility for various technical programs for multiple counties within the region including weatherization programs, Housing Rehabilitation, Home Buyer Loan Program, Community Development Block Grant, Reuse Fund, utility assistance programs, consumer education and information/referral programs and other agency support projects.

Act as a member of the Agency management team; recommend and implement goals, objectives, policies, and priorities; identify resource needs; recommend and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in energy conservation and housing rehabilitation; select, motivate and evaluate assigned staff; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work of the unit; meet with staff to identify and resolve problems; monitor work flow; review and evaluate work methods, and procedures.

Serve as a liaison for the programs with other County departments, divisions, and outside agencies and organizations.

Manage and participate in the development and administration of the program annual budget; monitor and control expenditures maintain and oversee the inventory of materials and supplies.

Analyze community needs and develop and coordinate approach to meet community needs; provide outreach activities; collaborate with community groups and agencies; coordinate marketing strategies for housing rehabilitation; participate in activities and projects related to department functions.

Conduct public hearings annually and as needed for the Community Development Block Grant Program.

Analyze effectiveness of services; make recommendations for improvements or modification of services.

Answer questions and provide information to the public; respond to and resolve inquiries and complaints.

Inspect job sites for all jurisdictions in order to authorize contractor payments; authorize payments.

Prepare various reports on operations and activities.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of energy conservation.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Materials, methods, practices and equipment used in energy conservation, weatherization and housing rehabilitation programs.

Elements of construction technology as they relate to the assigned housing rehabilitation activities.

Safety standards and methods of housing construction.

Principles and practices in general construction, electrical and plumbing.

Pertinent Federal, State, and local laws, codes and regulations.

Basic budgeting procedures and techniques.

Principles of supervision, training and performance evaluation.

Principles and procedures of record keeping and reporting.

Basic arithmetic.

Ability to:

Organize, direct and implement a comprehensive energy conservation, weatherization and housing rehabilitation program.

Estimate necessary materials and supplies with a reasonable degree of accuracy.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Maintain records and prepare reports.

Assist in the preparing and monitoring of a budget.

Supervise train and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in performing energy conservation and/or housing rehabilitation duties, including one year of supervisory or lead responsibility.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in construction or a related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain an appropriate valid California driver license.

Possession of a State Contractor's License is desirable.

Classification Code:	8772340
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"