

HOUSING REHABILITATION WORKER I/II

DEFINITION

To perform a variety of semi-skilled and skilled work in construction, repairs and installations related to energy conservation, weatherization and housing rehabilitation services within the Community Action Division.

DISTINGUISHING CHARACTERISTICS

Housing Rehabilitation Worker I: This is the entry level in the Housing Rehabilitation Worker series. This class is distinguished from the journey level in the performance of the more routine tasks and duties assigned to position within the series. As experience is acquired, the employee performs under less immediate supervision. Since this class is typically used as a training level class, the employee may have only limited or no directly related work experience.

Housing Rehabilitation Worker II: This is the journey level in the Housing Rehabilitation Worker series. Employees at this level are distinguished from the entry level in the performance of the full range of duties as assigned. As experience is acquired, the employee is expected to be fully able to perform tasks of the work unit and receive only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level, or when filled from the outside, require prior carpentry or construction experience.

SUPERVISION RECEIVED AND EXERCISED

Housing Rehabilitation Worker I: Receives supervision from the Housing Rehabilitation Manager and functional supervision from the Housing Rehabilitation Worker III.

Housing Rehabilitation Worker II: Receives general supervision from the Housing Rehabilitation Manager and functional supervision from the Housing Rehabilitation Worker III.

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

Performs a variety of housing rehabilitation and weatherization duties in the maintenance and repair; performs a variety of janitorial, carpentry, plumbing, electrical, blower door testing, and dwelling assessment.

Weatherizes dwellings and performs energy conservation measures to include weather striping of doors, window repair, installation of, furnace filters, carbon dioxide detectors, caulking, cooler covers, sheetrock, thresholds, doors, windows, etc.

Installs siding, wood stoves, solar and evaporative coolers; repair rooms and plumbing.
Installs energy saving devises such as gaskets on faucets, showerheads, and aerators.

Housing Rehabilitation Worker I/II
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07

Repairs floors, walls, ceilings, roofs, doors and windows.

Inspect job site for hazards and safety; remove any debris and maintain a clean job site.

Install skirting on mobile homes; apply aluminum coat on mobile home roofs.

Insulate gas and electric hot water heaters; repair water faucets and pipes.

Perform janitorial work and order janitorial supplies.

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

Operate maintenance and repair equipment including power tools.

Prepare work orders to indicate work performed.

Performs related duties as assigned.

QUALIFICATIONS:

Housing Rehabilitation Worker I

Knowledge of:

Basic materials, methods, practices and equipment used in the general building trades.

Safety standards and methods of housing construction.

Basic principles and practices in general construction, electrical and plumbing.

Ability to:

Perform a full range of basic carpentry and janitorial work.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Housing Rehabilitation Worker II

In addition to the qualifications for Housing Rehabilitation Worker I:

Knowledge of:

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

Basic arithmetic.

Ability to:

Perform a full range of carpentry and janitorial work.

Work independently in the absence of supervision.

Maintain and file work orders.

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

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:

Housing Rehabilitation Worker I

Experience:

No experience required.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Housing Rehabilitation Worker II

Experience:

One year of experience as a Housing Rehabilitation Worker I in Glenn County; or one year of experience performing carpentry and/or construction work.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE

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

Housing Rehabilitation Worker	I	II
Classification Code:	9720205	9730520
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers' Compensation Code:	9420	9420
Pay Table:	CNTY	CNTY
Range:	Refer to current "Class Range Sort List"	