

**HOUSING REHABILITATION WORKER III**

DEFINITION

To perform weatherization, energy conservation and housing rehabilitation assessments, reports, write-ups and health and safety inspections; to participate in the various phases of the energy conservation, weatherization and housing rehabilitation services within the Community Action Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Housing Rehabilitation class series. Housing Rehabilitation Worker III is distinguished from Housing Rehabilitation Worker II in that in addition to participating in hands-on weatherization and housing rehabilitation duties, incumbents perform rehabilitation assessment, reports and health and safety inspections. Employees possess technical or functional expertise beyond that required at the journey level, and perform duties in a highly independent manner. The Housing Rehabilitation Worker III may exercise lead supervision over lower level positions and contract employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing Rehabilitation Manager; may exercise functional supervision over lower level rehabilitation worker staff and contract employees.

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

Performs energy conservation and housing rehabilitation assessment, inspections and reports.

Identifies housing rehabilitation repairs needed and wanted by owners; identifies housing rehabilitation health and safety repairs; prepares cost and time estimates for projects; performs safety and hazard testing.

Prepares housing rehabilitation repair work write-ups; maintains accurate records of work performed, materials used and associated work.

Meets with owners and reviews proposed work and repairs; conducts bid walk for proposed work with owners and contractors at job site; prepares cost and time estimates for proposed work.

Receives bids and check for changes on bid forms to comply with bidding requirements; prepares cost estimates for materials; requisitions necessary supplies and materials.

Meets with owners to select contractor to perform proposed housing rehabilitation repairs and to discuss proposed work.

Draws plans for housing rehabilitation projects as needed; order materials and supplies as needed for projects.

Housing Rehabilitation Worker III  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08  
Rev.-07/01/11

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #11-7/5/11

Oversees and coordinates the work performed by contract employees and rehabilitation worker staff; inspects housing rehabilitation work in progress for compliance with contract and rehabilitation specifications; inspects job for payment requests and change orders as work is completed; inspects job sites for health and safety requirements and removal of debris for a clean job; maintains repair files and accurate records of work performed, materials used, and associated work on construction in progress; prepares payment requests and change orders as needed.

Answers questions related to project repairs and provide information to the public; responds to and resolve inquiries and complaints; conducts housing condition surveys and income surveys as needed.

Assists in coordinating housing rehabilitation activities with other County departments, divisions and sections and outside agencies.

Performs maintenance, repair, installation, building and rehabilitation work; performs janitorial duties including vacuuming, emptying trash cans, sanitizing restrooms dusting, etc.; performs maintenance on County owned grounds; perform blower door test on dwellings.

Operates maintenance and repair equipment including power tools.

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.

Carpentry, plumbing, electrical and HVAC maintenance techniques.

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.

Principles of supervision and training.

Principles and procedures of record keeping and reporting.

Basic arithmetic.

Ability to:

Assist in supervising housing rehabilitation services and activities.

Perform a full range of carpentry work.

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

Understand and follow oral and written instructions.

Work independently in the absence of supervision.

Maintain and file records.

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:

Two years of experience as a Housing Rehabilitation Worker II in Glenn County; or three years of increasingly responsible experience in carpentry and/or construction.

##### 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 license.

Possession of a State Contractor's License is desirable.

Classification Code:	8741420
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9420
Pay Table:	CNTY
Range:	300