

COMMUNITY REHABILITATION PROGRAM WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in accomplishing program objectives with individual applicants in a Community Rehabilitation Program. Incumbents will perform varied duties including inspection of dwellings, preparation of reports identifying property deficiencies and contract specifications, and overseeing work to assure contract compliance. Work is performed under direct supervision of the Program Coordinator, who must ultimately approve incumbent's plans on individual cases.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Inspects properties in designated locations to determine code violations and/or plumbing, heating, electrical, sewerage, structural or mechanical deficiencies;

Prepares written descriptions of property deficiencies identifying specific problems by trade;

Meets with property owner to determine priorities in home maintenance and remedial care to prepare rehabilitation specifications;

Determines specific remedial actions to be taken and sets minimum standards in workmanship and materials;

Prepares an estimate of cost for necessary home repairs;

Assists in preparation of contract between property owner and contractors;

Secures bids from contractors and makes recommendations to contractor;

Oversees work of contractor to assure contract compliance, approve progress payments, and to issue a final notice of acceptance.

COMMUNITY REHABILITATION PROGRAM WORKER**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of Housing and Building Codes and Standards; good knowledge of building construction methods and building materials; good knowledge of building labor and material costs; working knowledge of HUD regulations pertaining to the Community Housing Rehabilitation Program under the Small Cities Program; good knowledge of principles of architecture and building trades; ability to read and interpret building construction plans, blueprints, and specification; ability to prepare written reports and specifications; and ability to get along well with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree in Architecture, Building Engineering, or a related field; or
- (B) Four (4) years of progressively responsible experience in building repair, maintenance, construction, or building inspection; or
- (C) An equivalent combination of training and experience as in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\Community Rehabilitation Program Worker.doc

Last Reviewed: February 18, 1981

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A