

Jurisdictional Class: Competitive  
Adopted: February 2, 1993  
Revised: July 9, 2010

**REHABILITATION COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this position involve the planning and carrying out of a modernization program for the Housing Authority. The purpose of the program is to rehabilitate public housing property, assess modernization needs, establish a timetable for work to be done, apply for funds, inspect work performed by private contractors, develop specifications and advertise for bids, and insure that required reports, accounts, and budgets are completed. The work is performed under the general supervision of the Executive Director with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent may supervise the work of subordinate staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Establishes a plan for inspecting Housing Authority properties to determine rehabilitation needs, sets priorities for projects, and sets up a work schedule;  
Prepares specification of work to be done and advertises for bids from contractors;  
Prepares comprehensive assessments and studies necessary to apply for needed funds;  
Is responsible for compliance with all Federal, State and Local regulations pertaining to the grants administration;  
Is responsible for the proper administration and contract document compliance including labor standards, workmanship, cost control, change orders, safety, etc;  
Coordinates with architects and contractors to insure agreement on the work required and mediates disputes during project;  
Monitors and evaluates the work performed through on site inspection in relation to the agreed timetable to insure that deadlines are met and in conformance with plans and specifications;  
Prepares progress reports for each project detailing work completed, money spent, and explaining unmet work and time goals;  
Reviews and evaluates requests for payments from contractors and advises the Executive Director on the appropriateness of such request.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of principles, practices, and techniques of residential building construction;  
Ability to understand and interpret laws, rules, and regulations of the HUD Modernization Program;  
Ability to express oneself clearly orally and in writing;  
Ability to inspect building construction work to determine conformance with plans;  
Ability to read and interpret building specifications and plans;  
Ability to get along well with others.

## Rehabilitation Coordinator

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, Construction, or related field and two (2) years of experience in building construction, housing rehabilitation, or closely related field; one (1) year of which must have been in a supervisory capacity; or
- (b) Graduation from a regionally accredited or New York State registered two year college or technical school with an Associate's Degree in Engineering, Architecture, Construction, or related field and four (4) years of experience in building construction, housing rehabilitation, or closely related field; two (2) years of which must have been in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in building construction, housing rehabilitation, or closely related field; three (3) years of which must have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**SPECIAL REQUIREMENT:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely manner.