

Jurisdictional Class: Competitive  
Adopted: March 1, 1991  
Revised: July 9, 2010

**REHABILITATION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for preparing cost estimates of repairs, alterations, and demolitions of buildings and preparing work write-ups and job specifications. The incumbent estimates the cost of rehabilitating structures, providing interpretation, and presentation of housing laws and obtaining the cooperation of property owners to ensure that all federal, state, and local regulations are adhered to in the field of rehabilitation and conservation work. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

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

Advises and counsels property owners regarding all housing laws and dwelling refurbishments;  
Inspects structure to be rehabilitated;  
Prepares work and material specifications for the work-bid program;  
Estimates cost of rehabilitation and/or demolition work and confers with Rehabilitation Coordinator regarding loan or grant limits;  
Reviews construction contracts for compliance with HUD requirement;  
Assesses creditability of contractors, to ensure Federal work specifications are adhered to;  
Notifies contractor of deficient work;  
Determines economic life of repaired structures;  
Prepares a variety of written reports.

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

Thorough knowledge of the principles, procedures, and methods used in the preparation of estimates for general construction projects and mechanical equipment and systems;  
Thorough knowledge of the methods and materials used in building construction and their application;  
Good knowledge of the principles and practices of building inspections;  
Good knowledge of contract and specification requirements;  
Good knowledge of the principles and practices used in construction economics, cost analysis, and change order review;  
Ability to understand and interpret drawings and specifications;  
Ability to understand and interpret building, housing, and zoning laws and codes;  
Ability to prepare work write-ups and job specifications;  
Ability to counsel and advise owners;  
Ability to establish and maintain cooperative relationships with contractors and the public;  
Sound judgment.

## Rehabilitation Specialist

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

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Construction Technology, Engineering, Architecture, or closely related field and three (3) years of experience in building construction, housing rehabilitation work, or closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (a); or
- (c) Seven (7) years of experience as defined in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**NOTE:** Post Associates training in construction technology, engineering, architecture, or closely related field may be substituted on a year-for-year basis for the above experience.

**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.