CLASS TITLE: SUPERVISING REHABILITATION CONSTRUCTION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises a team of Rehabilitation Construction Specialists engaged in conducting technical inspections of housing construction and rehabilitation projects, and performs related duties as required.

ESSENTIAL DUTIES

• Assigns inspection teams to evaluate the general condition of building structures and operating components (e.g., roofing, heating, cooling, plumbing, electrical systems) and to determine the scope of rehabilitation work required.
• Reviews and approves inspection team reports of findings, ensuring completeness, accuracy, and compliance with housing program guidelines.
• Recommends eligibility for state and federal housing rehabilitation program funding based on inspection findings.
• Reviews and approves contract specifications prepared by contractors, ensuring cost effectiveness and adherence to program guidelines and the City's quality standards.
• Makes recommendations for the most qualified lowest bidder for construction jobs.
• Trains and instructs staff in inspectional procedures, construction specification review, and project costing.
• Reviews and approves change orders to construction plans and specifications.
• Assists staff with complex or extensive inspections.
• Performs periodic re-inspections to confirm the accuracy of prior inspections and work reports.
• Approves contractors payment requests, ensuring work was completed in accordance with contract agreements.
• Resolves issues and concerns that arise during projects.
• Maintains records of construction and rehabilitation activities and prepares related reports.
• Performs inspections to resolve technical issues and conflicts with contractors.
• Provides technical assistance to contractors, developers, architects, and property owners, as needed.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

• Five years of skilled building construction, rehabilitation, or inspection work experience; or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

• A valid State of Illinois driver's license is required.
• Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS
• General office environment
• Exposure to outdoor weather conditions
• Exposure to hazardous conditions (e.g., construction sites)

EQUIPMENT
• Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
• Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
• Cameras and related photography equipment
• Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
• Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS
• Ability to walk and stand for extended or continuous periods of time
• Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Considerable knowledge of:
• *equipment and materials specific to building construction and inspection
• *principles, theory, methods, and procedures applicable to building construction and inspection

Moderate knowledge of:
• safety and building code standards specific to building construction and inspection
• applicable federal, state, and local laws, statutes, regulations, and guidelines
• *geographical locations within the City and applicable facilities
• *building mechanical and electrical systems

Some knowledge of:
• supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances
Other knowledge as required for successful performance in the Rehabilitation Construction Specialist class

Skills
• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

• MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

• MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

• *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

• INSTRUCTING - Teach others how to do something

• *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Rehabilitation Construction Specialist class

Abilities

• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

• SPEAK - Communicate information and ideas in speaking so others will understand

• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

• WRITE - Communicate information and ideas in writing so others will understand

• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

• VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Rehabilitation Construction Specialist class

Other Work Requirements

• PERSISTENCE - Persist in the face of obstacles on the job

• INITIATIVE - Demonstrate willingness to take on job challenges

• LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

• COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude

• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace

• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

• INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Rehabilitation Construction Specialist class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010