

## REHABILITATION SPECIALIST I

The City of Harrisburg is accepting applications for the position of Rehabilitation Specialist I in the Department of Building and Housing. The Rehabilitation Specialist I is responsible for the successful completion of construction at properties being rehabilitated under guidelines of the housing rehabilitation program. Performs other duties as assigned. This individual reports to the Project Director for Rehabilitation.

Qualified applicants must have a high school diploma or equivalent. Two years construction experience directly involved with rehabilitation of residential properties; or one year of work experience within a public program related to rehabilitation of residential properties or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Certification as a lead inspector or risk assessor and/or other required certifications established by funding and regulating agencies within 180 days of employment. A valid Pennsylvania Driver's License, Class C, or equivalent

We offer a competitive salary package (\$35,607.21 increasing to \$41,890.83 after 6 months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov/careers/](http://www.harrisburgpa.gov/careers/)

**Job Title****Grade 8**

Rehabilitation Specialist I  
*Department of Building and Housing*

**Definition**

Rehabilitation Specialist is responsible for the successful completion of construction at properties being rehabilitated under guidelines of the housing rehabilitation program. Performs other duties as assigned. This individual reports to the Project Director for Rehabilitation at the Bureau of Housing.

**Equipment/Job Location**

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center and other City wide project locations. This position is a combination of field and office work. Some homes are badly deteriorated in which precautions should be taken and use of ladders is required (up to three stories). Employee may be exposed to dust, dirt, lead based paint, deteriorated buildings, confined spaces and adverse weather conditions. Duties are typically performed weekdays 8:30 a.m. - 5:00 p.m.; however, employee may be required to work evenings, weekends and holidays.

**Essential Functions**

Work involves but is not limited to the following: assess building conditions and deficiencies as relate to City building codes and related codes as well as ordinances pertaining to construction and alteration of residences, buildings and properties. Provides customer service and maintains positive relations with homeowners, home buyers, contractors and developers. Inspects dwelling units and buildings closely to determine if the structure meets specified standards of plumbing, electric, heating, sanitation and other factors and prepares specifications, cost estimates for work required to correct all deficiencies of the standards. Reviews bids and cost estimates for reasonableness and completeness. Exercises technical judgment and discretion based on knowledge of a wide variety of building construction and repair problems. Completes and maintains records and inspection reports pertaining to work progress, completion and quality. Conducts daily inspections of active construction sites. Issues timely corrective notices and need for change orders. Assesses contractors progress and predicts his/her ability to meet completion deadlines. Performs office duties such as writing letters, telephoning contractors/clients and entering inspection data on computerized database. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

## Job Title

**Grade 8**

Rehabilitation Specialist I  
Department of Building and Housing

### **Non-Essential Functions**

Performs other reasonably related duties in equal or lower classification as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

### **Required Knowledge and Abilities**

- Working level of technical knowledge of the skills and techniques associated with and required in, the electrical, plumbing, heating, construction cost estimation and general contracting professions.
- Ability to identify proper and improper building conditions and construction techniques.
- Ability to understand and follow instructions.
- Ability to perform physical inspections of buildings to determine building code compliances, non-compliances; and deficiencies.
- Ability to make decisions based on objective cost evaluations, knowledge and experience.
- Ability to write clear, concise specifications and work orders.
- Capable of settling disputes between contractors and property owners and/or making recommendations for final settlement if issues cannot be resolved at this level.
- Skilled at communication with contractors on construction related issues, and possesses the ability to express to those homeowners unfamiliar with construction what is to take place in the residence and maintain the owner's trust.
- Capable of describing program guidelines in terms of procedures and benefits related to the construction phase of the Rehabilitation Program.
- Ability to compute realistic cost estimates and draft comprehensive and accurately descriptive rehabilitation specifications within acceptable periods of time.
- Knowledgeable of the concepts and techniques of weatherization and energy conservation.

### **Qualifications**

- High school diploma or equivalent
- Two years construction experience directly involved with rehabilitation of residential properties; or
- One year of work experience within a public program related to rehabilitation of residential properties or any equivalent combination of training and experience which provides the required knowledge, skills and abilities
- Valid Pennsylvania Driver's License, Class C
- Certification as a lead inspector or risk assessor and/or other required certifications established by funding and regulating agencies within 180 days of employment