

REHABILITATION CONSTRUCTION ADVISOR - 368

DEFINITION OF WORK

Under regular supervision, performs responsible technical work supervising, inspecting and estimating rehabilitation and new construction work projects; does related work as required.

EXAMPLES OF WORK

Conducts physical examination of properties for housing code violations and prepares inspection reports; prepares work specifications and drawings for rehabilitation and new construction projects; prepares cost estimates for repair work; deals with difficult rehabilitation cases involving the handicapped; meets with homeowner and explains rehabilitation program; prepares bid documents; holds pre-bid conferences with contractors at job sites; inspects repair work in progress and makes recommendations regarding construction draw request; arbitrates disagreements between contractors and homeowners; and may supervise a 3-6 man rehabilitation construction work crew on site.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma with considerable experience in the construction trades. Must possess or obtain Building Level I Certification within a two year period; familiarity with Windows 95, WordPerfect and Quattro Pro preferred.

PHYSICAL REQUIREMENTS (Reasonable accommodations may substitute for physical requirements listed below):

Must be able to lift or move up to 25 lbs. and maneuver up to one mile; must be able to jump, crawl and climb; must be able to work with large and small objects and possess good communication skills. This position will work both indoors and outdoors and may be exposed to cold, heat, changing weather, adverse smells and sights, loud sounds and long periods of standing and/or sitting.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.