



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
HOUSING REHABILITATION SPECIALIST II**

**Job Summary**

Under administrative direction, provides assistance to property owners in making financing property improvements which meet local laws, ordinances, regulations and quality standards governing building construction or rehabilitation in the City; inspects construction in progress to ensure contract compliance; and performs related work as required.

**Representative Duties**

Conducts interviews with Housing Rehabilitation Program applicants to determine their eligibility for program assistance and to determine the nature and scope of the rehabilitation or alteration work desired; inspects home and advises participants of rehabilitation work required for compliance with Health, Safety and Building Code Regulations; prepares cost estimates for the rehabilitation work; assists participants in the development of financing plan for the needed improvement; establishes and maintains liaison with lending institutions for the processing of property improvement loans; assists home owners to acquire contractor services; prepares job specifications for bids; provides technical assistance to homeowners as required; takes the appropriate corrective action were construction does not conform to plans or code requirements; investigates participant complaints relating to construction; prepares and maintains reports and correspondence; participates in the conceptualization and design of projects and development of procedures relating to rehabilitation and neighborhood improvements programs; performs public relations activities with other City participants and performs other related duties as required.

**Organizational Relationship**

The Housing Rehabilitation Specialist reports directly to the Director of Housing Redevelopment and Community Improvement.

**QUALIFICATIONS GUIDE**

**Training and Experience**

High School graduation or equivalent and four (4) years experience in a variety of building construction and residential rehabilitation work or graduation from an accredited four (4) year college AND two (2) years experience. College course work must include either thirty (30) semester units in Engineering, Architecture, construction, or an Associate of Arts Degree (AA) in Building Construction Technology.

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(Classification)

Knowledge and Abilities

Considerable knowledge of State and Municipal codes, ordinances and regulations relating to zoning, building construction, health and safety, electrical, plumbing and mechanical installations; building materials and methods; labor costs, construction trade practices and construction and repair; plan drawing and specifications.