



City of Akron
Housing Rehabilitation Specialist I

SALARY	\$42,390.40 - \$55,848.00 Annually	LOCATION	Akron, OH
JOB TYPE	Permanent	JOB NUMBER	2023-O-25-250
DEPARTMENT	Neighborhood Assistance	DIVISION	Housing and Community Services - 907
OPENING DATE	06/26/2023	CLOSING DATE	8/4/2023 11:59 PM Eastern

Definition

Are you looking for consistent work throughout the year? Want to earn a lead risk assessor license, a lead abatement contractor license, and an RRP certification?

We will help you obtain these after you start working for us. Over \$2,000 in classroom training, application fees, and certifications paid for by the City of Akron.

This is entrance level technical work in the rehabilitation of properties for renewal and code enforcement projects.

An employee in this class trains in assisting owners of residential and commercial properties in achieving property improvements necessary for compliance with renewal and code enforcement standards.

Works under the direction of a Housing Rehabilitation Supervisor and within the legal and procedural requirements established for project execution.

Characteristic Work

Reviews residential and commercial properties to identify violations of the housing code which may be corrected through the rehabilitation program. Assesses property, mainly residential, to determine health and safety hazards, including lead base paint hazards. Makes site inspections of project structure and prepares drawings and work specifications which define the extent of improvement required. Schedules property improvements in order to rehabilitate the structure. Reviews work specifications and estimates costs of improvement items. Uses personal computers and other standard office equipment to prepare rehabilitation notices, letters of agreement, and other correspondence and reports. Assists in the preparation of contract documents and bid packages. Assists property owner in the selection of contractor, plans and attends homeowner/contractor pre-award conferences, and works closely with owner and contractor to ensure acceptable quality of workmanship in meeting property rehabilitation standards. Maintains work progress reports through periodic inspection of contractor performances and authorizes partial payment to contractor. Prepares certificate of completion. Performs related work as required.

Minimum Qualifications

Graduation from an accredited high school or GED. A minimum of three years paid experience as a general contractor or journeyman in residential building construction, or an equivalent combination of related training and related paid experience. THE EQUIVALENCY STATEMENT MEANS THAT YOU MAY SUBSTITUTE UP TO 50% OF PAID EXPERIENCE WITH RELATED EDUCATION OR TRAINING.

Possession of state issued lead risk assessor license, lead abatement contractor license, and renovation, repair, and painting (RRP) certification or must obtain licenses/certifications within one year of employment. Possession of a valid State of Ohio driver's license.

Knowledge of residential and commercial building construction and remodeling materials, practices, and methods. Knowledge of remodeling specifications and plans. Knowledge of state and local building codes. Knowledge of lead risk assessment and other related housing rehabilitation programs.

Ability to detect structural and other violations of housing program and code enforcement standards and to appraise for quality of construction and physical deterioration. Ability to read, interpret, and prepare plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in progress. Ability to write construction specifications. Ability to operate personal computers and standard office equipment. Ability to establish and maintain effective working relationships with other persons. Ability to obtain and maintain training and certifications as required.

List of essential job functions available upon request.

Competitive Examination Process

The selection process will consist of a competitive examination with credit for education and experience. A passing score must be obtained on the competitive examination in order to receive credit for education and experience. TEST WEIGHTS: Competitive Examination 70%, Education 20%, Experience 10%.

Candidates must meet the qualifications and requirements listed in the announcement at the time of examination and at the time of appointment.

NOTE: The competitive examination may be suspended if shown to be impractical because of an insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on 70% for qualifying, 20% for

education, and 10% for experience.

RESIDENCY: Candidates who have been resident citizens within the corporate limits of the City of Akron for at least one year immediately prior to the examination and who continue to reside within the corporate limits of the City of Akron throughout the remainder of the selection process will have 5 points added to their passing grades. **VETERANS:** A veteran of the Armed Forces of the United States, honorably discharged from active duty, desiring a bonus of 5 points added to his/her passing grade, must submit proof of discharge in the form of a DD-214 with application.

DRIVER'S LICENSE: An applicant having a valid driver's license from another state will be accepted conditionally provided that, if selected, an Ohio Driver's License must be obtained prior to appointment. Candidates having six or more points on their driving record at the time of appointment will be disqualified from further consideration.

NOTE: YOU ARE RESPONSIBLE FOR CHECKING YOUR APPLICATION STATUS THROUGHOUT THE STEPS IN THE SELECTION PROCESS BY VIEWING YOUR GOVERNMENTJOBS.COM ACCOUNT. IF YOU HAVE ANY QUESTIONS OR ARE UNABLE TO CHECK YOUR STATUS ON LINE, YOU MAY CALL THE DEPARTMENT OF HUMAN RESOURCES AT 330-375-2720.

Email correspondence generated from our system will be sent from info@governmentjobs.com. To ensure you receive important communication from our office, be sure to make this address a safe sender.

The City of Akron is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex/gender, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services.

Applicants are required to meet the minimum qualifications for the position with or without an accommodation. If you are a qualified applicant with a disability, please notify the Department of Human Resources at least one week prior to testing if requesting a reasonable accommodation for the testing process.

Agency

City of Akron

Address

Municipal Building Room 102
166 S. High Street
Akron, Ohio, 44308

Phone

330-375-2720

Website

<http://www.akronohio.gov/personnel>

Housing Rehabilitation Specialist I Supplemental Questionnaire

***QUESTION 1**

Did you graduate from an accredited high school or do you have a GED certificate?

- Yes
 No

***QUESTION 2**

Do you possess a valid driver's license?

- Yes
 No

***QUESTION 3**

Is your driver's license currently suspended?

- Yes
 No

***QUESTION 4**

List your driver's license number and the issuing state:

***QUESTION 5**

For the purpose of verifying my eligibility for positions requiring a valid driver's license, I authorize the City of Akron to obtain a consumer report from OPENonline to investigate my driving history for traffic violations and suspensions. I understand that I have a right to request disclosure of this consumer report under the Fair Credit Reporting Act. To print out a summary of your rights under the Fair Credit Reporting Act go to:

https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf. Copies of the summary are also available from the City of Akron Department of Human Resources at 330-375-2720.

I consent

I do not consent (I understand that I will not be considered for positions requiring a valid State of Ohio driver's license)

* Required Question