

## CITY OF OROVILLE

### HOUSING DEVELOPMENT AND BUILDING MAINTENANCE SUPERVISOR

#### **DEFINITION**

To manage, facilitate, coordinate and monitor the construction of the development related to City and/or Redevelopment Agency sponsored housing programs/projects, residential rehabilitation and First Time Home Buyer In-Fill construction programs and projects. Plan, organize, and supervise the repair and maintenance of City facilities; and to insure that City facilities are in compliance with the Americans with Disabilities Act; provide professional and technical staff assistance; exercise direct supervision over assigned staff. Negotiate acquisition of scattered sites and/or dwellings in residentially zoned urbanized areas. This job class also serves as the City's representative when dealing with contractors and with property owners participating in loan or grant programs funded by the City Redevelopment Agency, HOME and CDBG; to determine the extent, nature and cost of proposed rehabilitation work and facilitate design and drafting work; to inspect rehabilitation projects for compliance with approved plans, specifications, bid documents, and contracts; to review and approve contract changes; to coordinate and manage the City's recycling program; to coordinate the City's residential code enforcement activities; and to perform related duties and responsibilities as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Business Assistance and Housing Development Department and the City Administrator. Exercises technical field assistance over contractors and workers during construction projects. Exercise direct supervision over assigned staff.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Facilitates, coordinates, and monitors construction process; establishes time schedules; monitors work in progress; arbitrates problems and disputes.

Acts as City representative in public building construction projects such as construction and remodel of City facilities.

Prepares and/or approves bid packages for public building construction projects and for City sponsored housing construction/rehabilitation programs.

Directs work of staff or contracted personnel assigned to housing construction/rehabilitation programs and public building construction projects.

Estimates housing construction/rehabilitation and public building projects.

Designs and reviews construction documents.

Prepares budgets, monitors the receipt and disbursement of funds during construction projects; recommends payment requests, final and retention payments.

Performs site inspections of ongoing and completed projects for compliance to work schedules, building plans and specifications, federal and state labor compliance, and applicable codes and ordinances.

Investigates complaints.

Maintains records and prepares reports relating to construction projects and loan and grant programs; prepares correspondence.

Authorizes construction change orders.

Research, locate and negotiate the acquisition of scattered residential sites and single family dwellings in urbanized areas.

Assists in development of potential clients for the department's housing rehabilitation and first time home buyer programs; meets with City residents/homeowners to discuss housing rehabilitation and/or construction efforts, projects, proposals and related issues.

Inspects dwellings to determine the extent of repair work needed and prepares detailed scope of work reports; checks for building code violations; prepares draft drawings of existing floor and site plans; determines construction specifications, methods and materials required to complete repairs.

Estimates project costs; confers with other staff; reviews applicable regulations; and prepares and monitors project budgets.

Conducts pre-bid "walk-through" home inspections with prospective contractors; compiles bid packages and processes requests for bids; reviews bid proposals for accuracy and completeness.

Designs and reviews homeowner's construction documents.

Reviews proposed changes or deviations from approved plans and specification; prepares and processes necessary construction change orders.

Inspects on-going and completed repair work for compliance with work schedules, plans, specifications, program guidelines and housing condition standards; prepares final punch list and obtains final completion notices.

Acts as an information resource to homeowners and contractors regarding construction and repair operations; investigates and resolves complaints and disagreements regarding projects.

Coordinates construction; building property maintenance, ADA compliance, and code enforcement activities with other divisions, departments and agencies as appropriate.

Keeps abreast of new developments in housing and commercial rehabilitation and construction, building codes and ADA Compliance regulations.

Prepares detailed records and reports pertaining to assigned projects.

Inspects housing and City buildings for compliance with applicable planning, zoning, ADA and other codes and laws.

Assists in preparing cases for prosecution as necessary; represents City in court on infraction violations.

Coordinates or participates in special projects and programs as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Uniform Building Code, National Electrical Code, Uniform Plumbing Code provisions and pertinent City codes, ordinances and regulations.

Drafting methods, techniques and principles.

Modern construction practices and procedures.

Materials, tools and equipment used in construction and rehabilitation operations.

Basic principles of structural design and engineering mathematics.

Principles and procedures of municipal recycling operations.

Budget preparation and administration practices.

Construction bidding and contract administration procedures and practices.

Modern office practices and technology, including the use of computers for word processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Modern principles, practices and techniques of code inspection, investigation and enforcement operations.

**Ability to:**

Learn, interpret, apply and enforce pertinent federal, state and local laws, regulations, codes and guidelines, policies and procedures.

Plan and coordinate work tasks and assignments effectively with minimal supervision.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Prepare, read, understand and interpret complex construction plans, specifications, sketches and blueprints.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Advise on standard construction methods and requirements for residential buildings.

Effectively oversee the work of project contractors, and administer contracts.

Prepare accurate cost estimates of time, materials, labor and other resources used in residential construction projects; prepare and monitor project budgets.

Prepare clear and concise reports.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Apply knowledge of codes and follow proper techniques to inspect properties and structures for code compliance.

Collect and evaluate pertinent records and data to determine compliance and/or assist in prosecuting violations.

**Experience:**

Four years of increasingly responsible building construction, building inspection, architectural design and/or drafting, code enforcement, or other closely related experience.

**Education:**

High school diploma or GED equivalent. College-level and/or technical course work in

Building construction and/or technology, construction management, code enforcement, building inspection, or a closely related field is desirable.

**Substitution:**

An Associate's degree in architecture, building construction and/or technology, building inspection, code enforcement, drafting or engineering, can be substituted for up to two years of the required experience.

**Additional Requirements:**

Possession of a valid California driver's license.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move objects weighing up to 50 pounds; use hands to finger, handle, feel or operate objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and various tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**