



Job Title:	Housing Rehabilitation Specialist	
Pay Rate:	DOQ	
Department:	Community Development	10/01/2016

**JOB SUMMARY:**

Performs technical work in the inspection of substandard structures and the preparation of specifications for rehabilitative and remodeling work. Work includes making physical assessments and cost estimates; develops plans and specifications; conducting inspections to monitor contractor compliance with plans, specifications, codes, and workmanship standards; and assisting owners and occupants throughout the rehabilitative/remodeling process. Work includes driving a City vehicle for City business. Work is performed under the general direction of the Community Development Director.

**QUALIFICATIONS:**

- Knowledge of building, zoning, and property rehabilitation/remodeling standard codes.
- Knowledge of regulations pertaining to the use of federal funds for housing rehabilitation projects.
- Knowledge of the construction industry and inspection techniques.
- Ability to prepare, interpret, and understand specifications, plans, contractors pay requests, and contracts.
- Ability to estimate labor or material costs from blueprints or work plans.
- Must possess a valid Texas driver's license
- Lead Base Paint Risk Assessor Certificate preferred.
- One year certificate from a college or technical school; or two years related experience and/or training, or equivalent combination of education and experience

**PHYSICAL REQUIREMENTS:**

The employee is regularly required to sit and use hands and fingers. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

**BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at the City of Harlingen Human Resources Department, 118 E. Tyler, Harlingen, Texas 78550, City Website: [www.myharlingen.us](http://www.myharlingen.us)

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