



Senior Rehabilitation Specialist II (2 vacancies)

Department: Real Estate and Housing

Salary: "N" \$51,029 per year to \$62,135 per year

Affiliation: Non-Union

FLSA: Exempt

Announcement #:3088001

Posted: 11/29/2022 End: 12/20/2022 at 4:30 P.M

Overview

- Senior Rehabilitation Specialist II supervises rehabilitation specialists in monitoring rehabilitation contracts in areas such as specification writing, estimating, and bidding under grant programs such as Community Development Block Grant program.
- This position is also responsible for seeing that the housing community facility rehabilitation projects, which are financed through government funding, are being performed properly.
- This position reports to the Director of Neighborhood Rehabilitation in the Department of Real Estate and Housing.

DUTIES AND RESPONSIBILITIES

- Prepare specifications for rehabilitation work.
- Presents estimates of costs of rehabilitation work.
- Inspects the progress of rehabilitation work.
- Handles formal bid openings
- Determines client eligibility for various government rehabilitation programs.
- Supervises and checks work or subordinates.
- Performs all related required work under government rehabilitation programs.
- May perform Housing Quality Specification inspections as part of required ongoing monitoring of housing projects and programs.
- Performs all related work as required

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from high school or GED equivalency with considerable experience in construction or rehabilitation field or public housing; or any equivalent combination or experience and training which provides the required knowledge, skills and abilities.
- Must pass a criminal background investigation, pre-employment physical, and drug test.
- Possession of a valid driver's license with good driving record.
- Thorough knowledge of eligibility requirements of government rehabilitation programs.
- Thorough knowledge of cost estimating for rehabilitation construction work.
- Good knowledge of City housing and building codes.
- Ability to communicate well verbally and in writing.
- Ability to keep detailed records.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Thorough knowledge of bidding requirements for City government rehabilitation programs.
- Knowledge of housing construction.
- Knowledge of personal computers, including software packages related to preparing rehabilitation specifications.
- Special ability to communicate well with property owners and contractors and act as mediator as required.

WORKING CONDITIONS

- Normal office environment. While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk, talk, or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

OPEN COMPETITIVE

Apply on-line at: www.WilmingtonDE.gov

Computers available for interested candidates in the Department of Human Resources, City/County Building, 800 N. French St, 4th Floor, Wilmington, DE 19801. If interested, please contact Human Resources at 302-576-2460 to schedule a time for computer use.

Must pass a criminal background investigation, pre-employment physical.

City residency required within six months of employment. Equal Opportunity Employer.