Housing Rehabilitation Specialist

The Westmoreland County Department of Planning and Development is seeking applicants for the position of a Housing/Rehabilitation Specialist. The purpose of this position is to facilitate the implementation of the County’s Lead Hazard Control Program. The Housing/Rehabilitation Specialist is responsible for inspecting housing units eligible for lead hazard control/rehabilitation grants or loans, preparing lead hazard control work specifications and cost estimates, providing consultation to homeowner/landlord on lead hazard control/rehabilitation work, and monitoring project throughout assigned lead hazard control/rehabilitation work. In addition, the applicant will perform special projects/related job duties as assigned, and prepare project reports for compliance with various Federal, State, and local laws, codes and regulations.

The successful candidate must possess or obtain within 180 days a Pennsylvania Lead Abatement Contractor/Supervisor’s License. Certification Lead Risk Assessor’s License preferred. Worked 3-5 years in the lead housing or construction field. Chrystal Repots and One Roof Spec writing software. Applicant must possess excellent communication skills. See position description for more details.

Salary is $45,737.36 plus excellent benefits package. 37.5 hour work week, 13 paid holidays.

County residency must be established within 180 days and maintained throughout employment. Westmoreland County is an equal opportunity employer.

Send cover letters and resumes to:

Westmoreland County Department of Planning and Development
Attn: Melissa Iarussi, Administrative Assistant
40 North Pennsylvania Avenue
Fifth Floor, Suite 520
Greensburg, PA 15601-2341
miarussi@co.westmoreland.pa.us

Submission deadline is January 22, 2021
OVERALL OBJECTIVE OF JOB:
To perform various operational tasks and activities related to the implementation of the County’s Lead Hazard Control Program.

ESSENTIAL FUNCTIONS OF JOB:
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Writes work specifications for lead hazard control measures and rehabilitation after coordinating with the lead inspector or risk assessor.
2. Performs day to day monitoring of assigned on-going lead hazard control and rehabilitation work.
3. Serves as a liaison between property owners and the Deputy Director.
4. Performs inspections of housing units to determine structural soundness of unit.
5. Provides consultation to homeowner or landlord on lead hazard control and rehabilitation work.
6. Provides timely and professional service, customer support, and assistance in person, over the phone, and via the computer.
7. Prepares estimates for the cost of the lead hazard control work.
8. Inspects completed work for approval and payment.
9. Ensures compliance with various Federal, State, and local laws, codes and regulations.
10. Performs special projects and related job duties as assigned.

OTHER DUTIES OF JOB:
1. Performs other job-related duties as assigned and required.
2. Attend meetings, seminars and trainings as required.

SUPERVISION RECEIVED:
Received occasional instruction and supervision from the Deputy Director of Community Development.

SUPERVISION GIVEN:
None
WORKING CONDITIONS:
1. Works indoors in adequate office space, with adequate lighting, temperature and ventilation.
2. Works within average exposure to office noise, with moderate stress and subject to frequent disruptions.
3. Works with normal indoor exposures to dust/dirt.
4. Works outside of the office space and in the field inspecting homes, with exposure to various weather conditions and temperatures.

PHYSICAL/MENTAL CONDITIONS:
1. Must be able to sit for long periods of time throughout the work day, with intermittent periods of walking and standing.
2. Must be able to execute occasional periods of bending, stooping, kneeling, twisting and reaching to carry out job duties.
3. Dexterity requirements range from fine manipulation of fingers/hands to simple movements of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting objects up to 30 pounds.
5. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
6. Must be able to pay close attention to detail and concentrate in an environment of frequent disruption and moderate stress levels.

QUALIFICATIONS:
To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. **EDUCATION/TRAINING:**
   Must possess or obtain within 180 days a Pennsylvania Lead Abatement Contractor/Supervisor’s License. Certification Lead Risk Assessor’s License preferred.

B. **WORK EXPERIENCE:**
   3 to 5 years in the lead, housing or construction field. Familiarity with computers, including Microsoft Office products, Chrystal Reports and OneRoof Spec writing software.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
1. Must be able to speak and understand the English language in a proficient manner in order to carry out essential job duties.
2. Must possess good communication and interpersonal skills.
3. Must possess the ability to function independently, have flexibility and the ability to work effectively with the general public and co-workers.
4. Must possess the technical knowledge to operate a computer at an intermediate skill level and use other office equipment to perform job duties.
5. Must possess the ability to make independent decisions when circumstances warrant such action.
6. Must possess the ability to follow instruction and complete required forms and documentation without error.
7. Must possess the ability to multi-task while maintaining concentration and productivity.
8. Must possess knowledge of office procedures, best practices and methods.
9. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ADMINISTRATIVE ASSISTANT - PLANNING AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee ___________________________ Date ______________

Signature of Supervisor ___________________________ Date ______________

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.