



FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY

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Housing Rehabilitation Specialist

The Franklin County Regional Housing and Redevelopment Authority (HRA) serves the Housing and community development needs of the twenty-six towns of Franklin County in Northwestern Massachusetts. We work with residents to successfully access a wide variety of housing resources. We also work with the municipalities of Franklin County to apply for and administer grant funding for various infrastructure and community development projects.

Position Overview: HRA administers the Community Development Block Grant program (CDBG) for many of the communities which include the administration of housing rehabilitation programs. The Housing Rehabilitation Specialist works under the direction of the Director of Community Development and indirectly under the Construction Coordinator.

Job Class: Full-time (37.5 hours per week); Non-Exempt

Supervision Received: The Housing Rehabilitation Specialist works directly under the supervision of the Director of Community Development and may receive informal direction from the Construction Coordinator.

Supervision Given: None

Principal Duties:

1. Inspect designated homes to determine eligible rehabilitation work to be undertaken by identifying violations of state and local building and sanitary codes, federal and state lead paint regulations.
2. Prepare work lists and cost estimates of eligible work to be performed and prepare bid documents for the project. Review contractor bids and/or material price lists to determine cost reasonableness and accuracy.
3. Inspect work progress and, when necessary, prepare change order documentation for approval and work with homeowners to approve payments as invoiced.
4. Prepare project waivers to the MA Executive Office of Housing and Livable Communities for projects that exceed maximum loan amounts.
5. Act as intermediary between contractors and homeowners and resolve disputes if they arise. Assist homeowners with individual questions they have regarding work progress and means and methods of construction.
6. Maintain contractor lists; duties include reference checks, license checks with state licensing boards, and data entry.
7. Provide technical support and home inspection services to the community development staff for projects including but not limited to the CEDAC Home Modification Loan Program and Mass Housing "Get the Lead Out" loan program.
8. Other duties as assigned.

Rental Assistance • Housing Development • Housing Management • Community Development
Municipal Assistance • Rehab Financing • Housing Counseling and Education • Public Infrastructure

Equal Housing Opportunity

General Responsibilities:

1. HRA is a public agency operating for the benefit of all citizens. Personnel shall conduct themselves in a manner respectful of all clients and shall adhere to HRA's mission and goals. Personnel shall act in such a way as to create a positive image of the Agency.
2. Personnel will act in a professional manner while relating to HRA staff, clients and business contacts seeking to resolve differences or complaints through appropriate agency procedures.
3. All personnel are responsible for adherence to HRA personnel policies, including the prevention of conflict of interest, misuse of funds, or abuse of trust and are responsible for reporting known misconduct to an Executive officer.
4. All personnel shall respect the legal and moral rights and privacy of confidential information due to all clients and are responsible for upholding HRA's affirmative action policies.

Minimum Qualifications:

1. Three years of experience in the building construction trade and/or housing rehabilitation or code enforcement.
2. Previous training/experience in CDBG or other public housing rehabilitation program preferred.
3. Valid driver's license and access to reliable transportation required. Position requires ability to drive to and conduct comprehensive visual inspections of private residential properties located in 26 towns of Franklin County.

Additional Qualifications:

1. Demonstrated ability to create cost estimates and to prepare material specifications in the construction field.
2. Strong computer skills, including proficiency in Microsoft Office applications and ability to learn new software programs.
3. Demonstrated knowledge of building and state sanitary codes.
4. Documented experience with the preparation and interpretation of construction plans and specifications.
5. Demonstrated ability to communicate effectively, both verbally and in writing.
6. Ability to administer complex programs in a clear and consistent manner.\
7. Experience with conflict resolution and de-escalation.
8. Respect for and sensitivity to the challenges faced by people with low income, persons with disabilities and elders.

Salary and benefits are according to state and federal law, Board approved personnel policies and budget and are expected to be in the \$29-\$32/hr range. HRA is an Equal Opportunity/ Affirmative Action employer.

Board Approved: 07/09/2018 Vote#-17-180