



**Code: 1940**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Urban Development

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## **CLASS TITLE: SUPERVISING REHABILITATION CONSTRUCTION SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises a team of Rehabilitation Construction Specialists engaged in conducting technical inspections of housing construction and rehabilitation projects, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assigns inspection teams to evaluate the general condition of building structures and operating components (e.g., roofing, heating, cooling, plumbing, electrical systems) and to determine the scope of rehabilitation work required
- Reviews and approves inspection team reports of findings, ensuring completeness, accuracy, and compliance with housing program guidelines
- Recommends eligibility for state and federal housing rehabilitation program funding based on inspection findings
- Reviews and approves contract specifications prepared by contractors, ensuring cost effectiveness and adherence to program guidelines and the City's quality standards
- Makes recommendations for the most qualified lowest bidder for construction jobs
- Trains and instructs staff in inspectional procedures, construction specification review, and project costing
- Reviews and approves change orders to construction plans and specifications
- Assists staff with complex or extensive inspections
- Performs periodic re-inspections to confirm the accuracy of prior inspections and work reports
- Approves contractors payment requests, ensuring work was completed in accordance with contract agreements
- Resolves issues and concerns that arise during projects
- Maintains records of construction and rehabilitation activities and prepares related reports
- Performs inspections to resolve technical issues and conflicts with contractors
- Provides technical assistance to contractors, developers, architects, and property owners, as needed

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Five years of skilled building construction, rehabilitation, or inspection work experience; or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

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- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

**WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Cameras and related photography equipment
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*equipment and materials specific to building construction and inspection
- \*principles, theory, methods, and procedures applicable to building construction and inspection

Moderate knowledge of:

- safety and building code standards specific to building construction and inspection
- applicable federal, state, and local laws, statutes, regulations, and guidelines
- \*geographical locations within the City and applicable facilities
- \*building mechanical and electrical systems

Some knowledge of:

- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Rehabilitation Construction Specialist class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

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- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Rehabilitation Construction Specialist class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Rehabilitation Construction Specialist class

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Rehabilitation Construction Specialist class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

Date: June, 2010