

Class Title: Senior Design & Rehabilitation Consultant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides consulting services in the preparation of design and construction specifications for rehabilitation and remodeling projects. Explains remodeling process to stakeholders.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Reviews residential and/or commercial structures to determine rehabilitative work required to ensure that structure meets rehabilitation standards and construction code requirements; reviews plans and specifications with property owners, contractors, and building inspectors.
2	L	Prepares and assists in the development of plans and specifications for rehabilitative and remodeling work on residential and commercial structures; makes physical assessments of properties; prepares cost estimates of rehabilitation and remodeling work required for competitive bidding; prepares conceptual house designs.
3	S	Provides technical assistance to owners and occupants on all phases of construction; assists contractors and owners with the interpretation of specifications, standards, codes, and contract conditions.
4	S	Makes recommendations and implements strategies to continuously improve operations, decrease turnaround times, and streamline work processes; coordinates efforts of staff and customers to provide quality customer service.
5	S	Compiles and analyzes data; prepares reports; prepares and makes presentations.

CSC Adopted: May 2006 , CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in construction or construction inspections and determination of compliance with applicable codes.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical documents, contracts, instructions, and safety regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, contracts, proposals, and technical instructions.
Managerial	Managerial responsibilities include planning and scheduling projects, and procuring equipment and services.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Physical assessments, office equipment
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Field work, to/from office equipment, to/from meetings
Lifting	O	Plans, specifications, paperwork
Carrying	O	Plans, specifications, paperwork
Pushing/Pulling	O	Chair, desk drawers, tools
Reaching	O	For plans and equipment
Handling	O	Plans, specifications, paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, tools
Kneeling	R	For plans and specifications
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, driving, observations
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, vehicle, measuring equipment, drafting equipment, computer, Standard Microsoft Windows and Office software, Costworks, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)