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6/17/87

CITY OF SAN JOSE  
BUILDING REHABILITATION SUPERVISOR (3978)

CLASS PURPOSE

Under direction, performs work of considerable difficulty directing and supervising Building Rehabilitation Inspectors, who inspect, develop specifications and estimate and manage construction to remedy code violations and to improve residential and commercial structures. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises the work of Building Rehabilitation Inspectors, which includes inspecting buildings; investigating and designing solutions to maintenance, usability, and code problems; cost estimates; specification writing; plan reviews; contractor selection and contract administration.

Monitors scheduling of construction projects.

Reviews performance and workload of Building Rehabilitation Inspectors and assigns projects and tasks accordingly.

Reviews inspection reports and directs Building Rehabilitation Inspectors on nature and extent of construction work appropriate for projects.

Provides guidance on difficult inspections, construction problems, or construction related negotiations or mediation.

Personally directs construction projects large enough to require a team effort.

Trains Building Rehabilitation Inspector's and directs and evaluates their work.

Directs staff on requirements and procedures in securing planning permits and coordinating projects with other departments and agencies.

Reviews and approves architectural designs.

Assists in developing new programs and reviewing and modifying existing programs to better serve the division goals.

Typical End Results Include:

Improvement in the quality and habitability of the buildings in the City.  
Projects undertaken are completed on time and within budget.  
Funds and resources are utilized in the most effective manner possible.  
Inspectors are well trained and effective in accomplishing their jobs.

DISTINGUISHING CHARACTERISTICS

Positions in this class supervise Building Rehabilitation Inspectors.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of current federal, State and local housing and mobile home regulations and building codes.

Knowledge of general real estate and finance law, contractors license law, labor code, San Jose Municipal Code, zoning ordinances, and other local regulations and permit processes pertinent to construction and development.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of all types of building construction materials and methods of construction and remodeling.

Knowledge of proper general estimating procedures.

Knowledge of the permit processes pertinent to construction and development.

Knowledge of the principles and practices of supervision.

Ability to detect housing hazards and code violations and recommend corrective actions.

Ability to prepare clear and concise reports, speak and write effectively.

Ability to supervise the work of others.

Ability to design, evaluate, and implement changes in rehabilitation design proposals to assure the quality of all construction projects.

Ability to evaluate quality materials and workmanship, including equivalency where appropriate.

Ability to establish and maintain effective working relationships with co-workers, building owners, tenants, and the general public.

Competency Knowledges, Skills and Abilities

Knowledge of contract, lien laws.

Ability to exercise tact, resourcefulness and persuasion in dealings with individuals, organizations and other agencies in housing matters.

Ability to supervise and review the work of Rehabilitation Inspectors.

Ability to plan field operations and Rehabilitation Inspectors.

Ability to maintain records and prepare reports and correspondence.

Training And Experience

Any combination of training and experience equivalent to high school graduation plus two (2) years of experience as a journey level building or rehabilitation inspector.

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