



# City of Wilson

## Human Resources Department

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### Career Opportunities—06/28/19

For additional information regarding these positions and to apply, please visit: [www.wilsonnc.org/jobs](http://www.wilsonnc.org/jobs)

#### **Housing Rehabilitation Specialist**

Internal/External

Continuously Open Until Filled

Salary Range: \$43,142.87 - \$69,321.96

**Job Summary:** This position coordinates building construction and renovation projects for the department. Specifically, this position:

- Performs technical work in the inspection and rehabilitation of dwelling units under the City's Housing rehabilitation programs;
- Inspects dwellings of property owners seeking assistance from the City's Housing Rehabilitation programs for compliance with applicable state and local codes and ordinances;
- Coordinates and oversees the repair of substandard or dilapidated dwellings;
- Determines those structures that are beyond economical repair;
- Prepares work write-ups and detailed cost estimates for improvement of structures;
- Schedules, attends, and conducts bid openings as needed; conducts pre-bids with contractor on-site; assists Senior community Development Planner with the bidding process
- Makes periodic inspections of rehabilitation work in progress;
- Coordinates lead abatement as needed;
- Answers requests for service and complaints by contractors and clients;
- Prepares and maintains records of inspections and related documentation;
- Assists owners and contractors with special problems, and performs other related duties as assigned.