



# CITY OF BETHLEHEM

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MAYOR'S OFFICE

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Robert J. Donchez  
Mayor

From: Robert J. Donchez, Mayor  
To: President Reynolds  
Date: July 25, 2014  
Re: Positions

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I would appreciate it if City Council would review and approve the positions of Rehab Technical Specialist and Rehab Financial Specialist at the second meeting in August.

The position of Housing Rehab Finance Specialist will open August 8, pending a retirement; the Housing Rehab Technical specialist is part-time and is open.

Both positions are important and job descriptions are attached.

If you have any questions, please feel free to call me or Ms. Karner.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Donchez", written over a faint circular stamp.

Robert J. Donchez  
Mayor

Cc: Justin Poremba  
David Brong  
Alicia Karner  
City Council

## REHAB TECHNICAL SPECIALIST

**GENERAL PURPOSE:** Perform inspection and specification writing on dwelling units for compliance with locally adopted minimum housing standards and related codes, and provide the technical expertise needed to develop, implement and monitor the physical aspects of housing rehabilitation. Also, when rehab workload allows, assist in performing skilled inspection work in enforcing compliance with City housing codes and related ordinances, and inspect dwellings for compliance with minimum housing standards and related codes.

**SUPERVISION RECEIVED:** Works under the supervision of the Housing and Community Development Bureau Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Illustrative only)

***Rehabilitation duties such as:***

- A. Inspect dwelling units in an effort to identify housing deficiencies and encourage homeowner participation in the City's Housing Rehabilitation and Lead and Healthy Homes Programs.
- B. Work in conjunction with the Rehab Financial Specialist in developing individual rehabilitation cases.
- C. Coordinate housing related issues with various City Code Enforcement Staff, accept related assignments when requested, and accept limited assignments in the Bureau of Code Enforcement to ensure that plans, specifications and buildings in the process of construction meet all requirements of relevant codes, standards, specifications and ordinances.
- D. Prepares housing deficiency lists and informs prospective rehab client of inspection findings and conditions;
- E. Develops rehabilitation specifications and cost estimates;
- F. Ensures that rehabilitation work conforms with all historic and environmental standards as applicable;
- G. Educates homeowners to various options in home improvements with respect to varying costs, durability of materials, maintenance features, insulation values and possible incipient problems;
- H. Meets with contractors to discuss contract bidding, specification documents and various problems with methods and scheduling rehab casework;
- I. Inspects and reviews construction in progress and conducts final inspection to certify that all work has been completed as specified;
- J. Interprets code requirements and recommends compliance procedures to contractors, builders and owners;
- K. Maintains inspection records;
- L. Advises builder and the public concerning building regulations;

***Housing Inspection duties as needed such as:***

- A. Inspects dwelling units to determine violations of the minimum housing standards ordinance with respect to structure, plumbing, electric wiring, sanitation and other features;
- B. Exercise regular technical judgment and discretion based on familiarity with the various construction ordinances and regulations for which he/she is responsible for enforcing.
- C. Informs owner of the inspection findings and conditions which must be corrected;
- D. Inspects homes and apartments prior to occupancy;
- E. Investigates complaints received from the public;

- F. Issues citations and appears in court for hearings;
- G. Makes re-inspections to determine compliance with notice.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- A. High school graduation, supplemented by college level or technical course work; or any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities needed;
- B. Bilingual (English/Spanish) is preferred, not required.
- C. Considerable construction/construction management experience
- D. General knowledge of building trades.

#### Required Knowledge, Skills and Abilities

- A. Ability to perform the essential duties and responsibilities above at minimum.
- B. Ability to gain a thorough understanding of minimum housing standards, methods of housing renovation, and building construction materials and practices;
- C. Excellent writing skills and knowledge of specification writing and material selection;
- D. Ability to efficiently and accurately prepare all technically related program paper work and to meet all necessary deadlines;
- E. Ability to exercise good judgment and tact in dealing with program participants, building materials suppliers and contractors;
- F. Ability to exercise good tact and secure the cooperation of homeowners and the general public;
- G. Ability to operate a motor vehicle and possess a valid Pennsylvania driver's license is mandatory;
- H. Must have access to personal transportation and be willing to utilize said transportation for work purposes if a City vehicle is not available (mileage reimbursement available);
- I. Must be willing to travel locally to clients' residences in all types of weather conditions;
- J. Must be willing to accept exposure to reasonable hazards present in clients home during inspection and construction;
- K. Proficiency with varied computer software such as Microsoft Word, Excel, and Outlook and the ability to learn other software as required.
- L. Ability to gain a thorough understanding of municipal building and zoning ordinances;
- M. Ability to read and interpret plans, specifications and blueprints accurately, and be able to compare them with construction in process;
- N. Possess certification as a lead based paint risk assessor (or obtain immediately when hired);
- O. Ability to obtain building inspections certifications as needed.

## REHABILITATION FINANCE SPECIALIST

**GENERAL PURPOSE:** Educates City of Bethlehem residents about the Housing Rehabilitation and Lead and Healthy Homes programs; provides financial counseling to rehabilitation applicants; and obtains financial assistance for clients from available public and/or private resources; responsible for the implementation of the financial assistance component of the housing rehabilitation program and the development and maintenance of all financial files and records relating to that program.

**SUPERVISION RECEIVED:** Works under the supervision of the Housing and Community Development Bureau Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Illustrative only)

- A. Informs all homeowners of the financial assistance programs available for home improvement.
- B. Provides door-to-door program promotion in concentrated areas to acquaint clients with the staff and program opportunities.
- C. Obtains all required case financial information.
- D. Certifies income eligibility.
- E. Obtains and prepares all application documents for loan and/or grant approval.
- F. Advises clients as to which program of rehabilitation would afford them the best financial opportunity.
- G. Prepares periodic status reports for all cases in the workload.
- H. Obtains and verifies title and tax information for rehabilitation loans.
- I. Prepares legal documents relating to financing such as mortgages and contracts.
- J. Represents the City at all loan settlements.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- A. Undergraduate Degree in business.
- B. One year of Accounting or Financial experience is strongly preferred.
- C. Bilingual (English/Spanish) is preferred, not required.
- D. General knowledge of home improvement financing.

#### Required Knowledge, Skills and Abilities

- A. Ability to perform the essential duties and responsibilities above at minimum.
- B. Working knowledge of rehabilitation financing techniques and procedures; an applicant without experience in this field will be considered if he or she has financial training and is willing to complete an initial orientation period.
- C. Ability to effectively communicate with the public.
- D. Ability to work cooperatively with and exercise tact, initiative and good judgment when dealing with program participants and program staff.
- E. Ability to efficiently and accurately prepare all financial reports and paperwork.
- F. Ability to meet all necessary deadlines.
- G. Considerable experience with varied computer software such as Microsoft Word, Excel, and Outlook and the ability to learn other software as required.
- H. Ability to obtain certifications as deemed necessary such as Notary Public.
- I. Ability to operate a motor vehicle and is in possession of a valid Pennsylvania driver's license.