



CITY OF BETHLEHEM

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Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: City Council
Date: October 1, 2015
Re: Conversion of Part Time Contract Position to Full Time Salaried Position

I would appreciate City Council considering the proposal to convert the Housing Rehabilitation Technical Specialist position, which is currently a part time contract position, to a full time salaried position. The increase in salary and benefits would be fully paid for by the City's CDBG award. The Housing Rehabilitation office is experiencing a one year wait list with over 15 residents on the list waiting for the program availability. The capacity of the office is just not enough to meet the demands. HUD has been extremely firm with the City regarding the speed in which we are spending down our award and funding will be in jeopardy if we do not show significant progress.

There is currently approximately \$575,000 available for housing rehab activities. At the current rate of spending, it will take over 2.5 years to spend down these funds. The program offers valuable services to our low/moderate income residents and preserves the housing stock within the City.

The Housing Rehab Tech Specialist is earning \$22.43 hourly and currently working 24 hours per week. This results in \$538.32 per week or about \$28,000 annually, assuming 52 paid weeks. Our hope is to make this position a level 21-T 5 which would pay \$43,407.96.

The position description is attached. Please direct any questions to either Alicia Karner or Allyson Lysaght.

RESOLUTION NO. 2015 -

WHEREAS, Resolution No. 2014-270 adopted December 16, 2014 imposed a freeze on all hires for all departments except Police, Fire and EMS and those positions required to be filled by contract, effective until December 31, 2015, and that any current open positions or any that become open will remain unfilled unless City Council approval is received.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bethlehem that, in accordance with the provisions of Resolution No. 2014-270 adopted December 16, 2014, the following position is hereby approved to be filled:

Housing Rehabilitation Technical Specialist – Full Time Salaried Position
Community and Economic Development Department

Sponsored by: _____

ADOPTED BY COUNCIL THIS DAY OF , 2015.

President of Council

ATTEST:

City Clerk

REHAB TECHNICAL SPECIALIST

GENERAL STATEMENT OF DUTIES: Perform skilled inspection work of 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 building codes and related ordinances, and inspect dwellings for compliance with minimum housing standards and related codes.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class inspect dwelling units in an effort to identify housing deficiencies and encourage homeowner participation in the City's Housing Rehabilitation Program. They work in conjunction with a Rehab Financial Specialist in developing individual rehabilitation cases under the direction of the Rehabilitation Program Supervisor. They also coordinate code compliance issues with various City Code Enforcement Staff, accept related assignments when requested, and accept limited assignments in the Bureau of Code Enforcement to insure that plans, specifications and buildings in the process of construction meet all requirements of relevant codes, standards, specifications and ordinances. Occasional assignments may also be made to assist in the Bureau of Housing Inspections to inspect dwelling units to secure compliance with minimum housing standards to insure the health and safety of occupants. They also regularly exercise technical judgment and discretion based on familiarity with the various construction ordinances and regulations for which he/she is responsible for enforcing, and reports to the Executive Director of the Redevelopment Authority of the City of Bethlehem. They may occasionally work under the supervision of the Chief Building Inspector and/or Chief Housing Inspector.

EXAMPLES OF WORK: (Illustrative only)

Inspects dwelling units to determine violations of the minimum housing standards ordinance with respect to structure, plumbing, electrical, lead based paint and other housing features;

Prepares housing deficiency lists and informs prospective rehab client of inspection findings and conditions;

Develops rehabilitation specifications and cost estimates;

Ensures that rehabilitation work conforms with all historic and environmental standards as applicable;

Educates homeowners to various options in home improvements with respect to varying costs, durability of materials, maintenance features, insulation values and possible incipient problems;

Meets with contractors to discuss contract bidding, specification documents and various problems with methods and scheduling rehab casework;

Periodically inspects and reviews construction in progress and conducts final inspection to certify that all work has been completed as specified;

On a limited basis –

Inspects new and existing buildings and structures to enforce conformance to building, safety and zoning codes, plans, specifications and standards;

Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components meet provisions of building, safety and zoning codes;

Issues notices for corrections;

Interprets code requirements and recommends compliance procedures to contractors, builders and owners;
Maintains inspection records;
Issues certificates of use and occupancy for new construction and additions;
Advises builder and the public concerning building regulations;
Obtains warrants for arrest of violators and appears in court as a witness;
Inspects dwelling units to determine violations of the minimum housing standards ordinance with respect to structure, plumbing, electric wiring, sanitation and other features;
Informs owner of the inspection findings and conditions which must be corrected;
Inspects homes and apartments prior to occupancy;
Investigates complaints received from the public;
Issues citations and appears in court for hearings;
Makes re-inspections to determine compliance with notice.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of the building trades; ability to gain a thorough understanding of minimum housing standards, methods of housing renovation, and building construction materials and practices; good writing skills and knowledge of specification writing and material selection; ability to efficiently and accurately prepare all technically related program paper work and to meet all necessary deadlines; ability to exercise good judgment and tact in dealing with program participants, building materials suppliers and contractors; ability to secure the cooperation of homeowners and the general public; ability to operate a motor vehicle and possession of a valid driver's license is mandatory; some general computer skills and ability to become computer proficient; ability to gain a thorough understanding of municipal building and zoning ordinances; ability to learn to read and interpret plans, specifications and blueprints accurately, and be able to compare them with construction in process; ability to obtain the appropriate certifications; good tact in dealing with the public.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable construction/construction management experience and completion of a standard high school curriculum, preferably 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; experience with public contact; must have (or get within 9 months) certification as a lead based paint risk assessor and be able to obtain building inspections certifications as needed.

NECESSARY SPECIAL REQUIREMENTS: Must have access to personal transportation and be willing to utilize said transportation for work purposes; mileage costs will be reimbursed at standard City rate for personal vehicle; must be willing to travel locally to clients' residences in all types of weather conditions; must be willing to accept exposure to reasonable hazards present in clients home during inspection and construction.