

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M11

Reviewed: 00/00/00
Revised: 00/00/00

HOUSING TECHNICAL OFFICER
(FLSA Exempt)

DEFINITION/PURPOSE:

Assist in the technical planning, development, implementation, and contract administration of housing modernization programs. Monitor outside contractors, including architects, engineers, construction supervisors, and others to ensure performance according to agreement. Provide assistance to all housing units to correct development deficiencies and solve major maintenance problems. Assists the Director of Development in the development and implementation of programs that maximize the probability of the Authority accomplishing its goals and objectives.

DISTINGUISHING CHARACTERISTICS:

This single position management classification is responsible for overseeing, facilitating, and keeping the Director of Development advised on matters relative to technical issues necessary to accomplish the design, construction, remodeling, repair, and maintenance of conventional housing and modernization programs. This includes the architectural design of new construction of residential developments and special-use buildings. The classification is distinguished from the Director of Development in that the latter has the overall responsibility for direction of all the department's activities. It differs from all other classifications in that it solely responsible to the Director of Development for effective and timely technical oversight and advice to facilitate the successful accomplishment of the department's programs.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct and general supervision of the Director of Development.

The Housing Technical Officer has no supervisory responsibilities; however, he/she may direct the work of clerical employees in the preparation of documents and reports.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Prepare and monitor capital budgets for construction activity.
- Advises and assists in preparation of contracts, cost estimates, architectural designs, bidding and construction administration for all housing and modernization programs.
- Establish and maintain good working relationships with contractors, government agency staffs, and Housing Authority staff and resolve problems that arise.

- Prepare preliminary and final drawings and specifications and review those developed by consultants.
- Prepare progress reports for the Director of Development and keep the schedule current on all housing and modernization projects.
- May write letters to contractors, HUD, attorneys, architects and engineers, or others.
- Visit projects to inspect work under construction and verify that contract requirements are being met. Present, recommend, or resolve issues and concerns related to construction contracts.
- Advise the Director of Development on problems or potential problems as requested.
- Assist in the preparation of all documents and paperwork including drawings specifications, contracts, bidding procedures, rights of way, zoning, granting of easement and other documents as required to implement the various housing, modernization, and force account jobs undertaken by the Authority.
- Provide assistance in the maintenance program by giving information and making suggestions on materials and methods to be used.
- Acts in an advisory capacity to other staff in areas related to development and modernization programs.
- Undertakes special assignments as directed by the Director of Development..
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to department programs. Advise the Director of Development, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Director of Development regarding program issues.
- Review and prepare draft comments on proposed Federal, State and local regulations and their prospective impact on department programs. Suggest alternative courses of action, as applicable.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Analytic methods and procedures involved in making accurate predictions of future building needs. The process, cost developments, methods, regulations, equipment and materials used in the construction industry. Federal, state and

local building procedures, and applicable building and safety codes. The standards used in grading workmanship and materials used in building construction. Design requirements of various housing levels, and Federal and State requirements and procedures with respect to hazardous materials, their abatement, handling and disposal. Federal and State requirements and procedures in procuring aid for Authority building projects. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market and building construction industry.

Ability to – Assist in the planning, organizing and monitoring Authority building projects. Read and interpret building plans, blueprints, and specifications. . Maintain confidentiality. Collect and analyze data, draw conclusions, and prepare reports and recommendations. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships and interaction with public officials, contractors, architectural firms, staff member, and the general public. Prepare cost estimates, and develop and monitor contracts. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb ladders, work at heights, climb, stretch, bend, and walk over uneven ground. Operate keyboard equipment. A majority of work is conducted in a standard indoor environment, although outside work is frequent..

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible experience in building design and/or construction of public buildings; public building or construction inspection; or administrative responsibility in a public housing authority or major public agency that included responsibility for a major building program.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in architecture, engineering, or a related field. Experience of the type indicated beyond the stated requirements may be substituted for the required education on a year-for-year basis, up to a maximum of two years. Possession of a Master's Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.