

Scope of Work for Contracted Housing Rehab Services Specialist

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| Position | Housing Rehab Services Specialist | Date: | April 28, 2023 |
| Employment Status | Contracted as needed | | |
| Payment based on services provided per unit | | Range: | Depended on Construction management services provided per unit |
| Site Location | Bertie, Halifax, Hertford, Martin, Northampton Counties | | |
| Department | Housing Rehab Services | | |
| CADA Contact | Jacqueline Melton, Manager of Rehab Housing Programs | 252-332-2692 | jmelton@nc-cada.org |

Qualifications:

This position requires at least 4 years of experience with housing rehab services in addition to having certifications such as Licensed Building Contractor, Home Inspector, FEMA certified inspector, or experience as a county/town building inspector or a superintendent/manager for developments. Successful applicants will be familiar with and comfortable using Rehab write-up software (CADA will provide software), making visits to applicant homes, working with governmental programs and regulations, and documenting work. Housing Rehab Services Specialist must have own transportation, computer, telephone.

Basic Functions:

- 1. Participate in CADA provided training**
- 2. Initial inspection of referred house to determine feasibility of rehab;**
- 3. Work write-up for work to be completed;**
- 4. Cost estimate of work and development of write-up for bids;**
- 5. Work with Program Management to evaluate the bids received and selection of Contractor to complete work**
- 6. Preconstruction meeting with selected contractor and homeowner to explain the scope of rehab work to be completed on the house;**
- 7. Change orders if needed;**
- 8. Periodic inspections of the rehab work;**
- 9. Final inspection and collection of lien waivers.**
- 10. Participate in inspection visits with grantor staff as requested.**

Specific Functions:

- 1. Participate in CADA required training explaining the program requirements and processes, forms, software, code of conduct for contractors; CADA's requirements for building contractor selected for each house, payment schedule based on percentage of work completed; lien waivers;**

2. **Provide initial inspections of assigned house selected by priority score in each county and complete assessment to determine whether repairs/modifications requested are eligible and can be accomplished within program requirements; Is house eligible for work; can the work needed be completed within the range of available funding; should CADA deny the house due to extent of work beyond what program can fund?**

(Note: Program Manager will have already determined if lead testing is needed on a unit and request lead assessment before the unit is assigned to a write-up specialist. This information will be available before write-up is completed)

3. **If determined house is eligible for rehab work, leave a CADA provided Radon test in the unit and proceed to work write-up;**
4. **If house is not eligible for rehab work, document with photos why house is not eligible and notify Program Manager. Example: Cost of rehabbing the house to required codes would be more expensive than program allows; provide examples;**
5. **Produce work-write ups with details including photos that can be used for vendors/contractors to bid on each job; Photos need to be specific.**
6. **Provide estimates of costs using local current prices for each job; provide a copy of work write-up with costs for each line item and one without costs to be used to solicit bidders;**
7. **Participate with Homeowner and selected building contractor at Pre-construction meeting to go over work write-up and insure all are aware of the details of the write-up and that both understand that if materials are to be selected such as floor coverings, cabinets, etc. the homeowner will choose materials based on a price range that has been approved and will sign off on form indicating approval of materials;**
8. **Discuss Requested Change Order(s) with Program Manager to determine if funding is available for the change order or if there are other options;**
9. **Once Change order is approved by CADA, acquire signature of homeowner and Contractor;**
10. **Participate in site visits with grantor's representative as requested. This maybe a visit to a house or an office meeting;**
11. **Evaluate the work of building contractors as requested;**

- 12. Follow the CADA Policies that include but are not limited to Code of Conduct, Conflict of Interest, Fraud, Drug-Free Work Place, Confidentiality of Client information, etc.;**
- 13. Maintain certifications and participate in trainings to keep current with program, state and federal requirements; when applicable and eligible, CADA may assist with costs of such trainings/certifications if specific to CADA programs; and**
- 14. Maintain the confidentiality of Client Information and CADA developed intellectual property.**

NOTE: Choanoke Area Development Association of NC, Inc, will provide Contractor access to the following:

- Work write-up Software;**
- Documents and standards for Program;**
- Office space, supplies, and technology when needed to complete bid and construction management process; and**
- Photo Id badge**