

Rehabilitation Construction Specialist (1569)

Task List

Pre-Inspection

1. Reviews technical documents of the project assigned by the supervisor such as plans, accessibility reports, permit history, application and source of funds in order to determine the amount of funds required for proposed improvements and applicable accessibility standards.
2. Contacts applicants/owners via telephone and/or email in order to schedule inspection appointments.

Inspection

3. Conducts site inspections of properties to assess deficiencies associated with health and safety (including but not limited to State, Federal and Local accessibility standards, code violations, hazardous and unsanitary conditions), evaluate property sites for the proposed improvements (if any), and identify potential obstacles.
4. #Writes and provides owners/owner's representatives with an inspection report that includes deficiencies found at the property site including photos, recommendations for correcting deficiencies, scope of work, work write-up, and cost estimates.
5. Writes the inspection findings into standard report form in order to establish an anticipated scope of work.
6. Writes a preliminary cost estimate based on inspection findings and departmental reference materials such as estimating software, historical data for construction estimates, material supplier's price list, and Federal and State prevailing wages.
7. Meets with supervisor and development team in order to determine feasibility of project, and approach to be taken, by looking at factors such as cost, building codes, accessibility standards, and budget.
8. Conducts research to determine the year property was built, zoning, permit history, and other technical information that may impact proposed improvements.
9. Determines the impact of hazardous material, such as lead and asbestos in buildings constructed prior to 1978 as it may impact the proposed improvements.

10. Meets with the owner/owner's representative in order to discuss inspection findings, timeline and scheduling, and the preliminary cost estimate.
11. Requests and reviews termite inspection report in order to determine the presence of pests and amount of termite related construction required.
12. Acts as a technical liaison between the owner/owner's representative and finance officer by providing assistance to the finance officer in gathering necessary documents such as easements, property boundaries, type of use, and other technical information.

Work Write-up

13. Prepares a scope of work for the proposed improvements taking into consideration the inspection and accessibility reports by CASp consultant, funding, code requirements, applicable accessibility standards, plans, and other pertinent information in order to define the construction to be performed.
14. Searches for and obtains information regarding property such as certificates of occupancy, past building permits, and building code violation citations using information from sources such as building and safety departments and County Assessor's office records.
15. Computes final cost estimates based on scopes of work, plans and material, labor, overhead, profit, and related costs by using price lists, calling material suppliers, using estimating software and other reference materials.
16. Assembles documents (i.e., termite report, inspection report, revised cost estimates) to meet program requirements and to obtain funding for the packages.
17. Meets with the development team in order to review and obtain written approval of scope of work and agree on dates for walkthrough, bid return, and opening of bids with applicants.

Bid Procurement

18. Prepares a bid proposal package (Request for Proposal) that includes pertinent information such as instructions to bidders, scope of work, approved plans, accessibility report by CASp consultant, compliance documents, and other technical information as required.

19. Reviews and/or provides assistance in reviewing bid proposals in response to the City of Los Angeles' "Request for Proposals", including checking proposers' qualifying information.
20. Conducts construction meetings with the development team to review and explain wage requirements, State, Federal and Local accessibility requirements, scope of work and program requirements and procedures for submitting bids.
21. Walks the contractors through the work site in order to explain the scope of work and the specific rehabilitation work to be done.

Contractor Selection

22. Analyzes bid prices by comparing contractor's prices with each other and with in-house estimates using spreadsheet information in order to determine appropriateness of bids and then discusses findings with the owner.

Construction

23. Conducts a preconstruction meeting with the owner/development team, contractors, subcontractors, and compliance officers in order to sign all contracts and documents and issue notice to proceed.
24. Monitors construction in progress by comparing work being done with the scope of work, approved plans, accessibility report by CASp consultant, and the construction schedule in order to determine adherence to contract and compliance dates.
25. Processes contractor's request for payment by: inspecting the work site; preparing disbursement requests; reviewing all permits, building and safety sign-offs, payrolls, and lien releases; obtaining owners authorization for payment; submitting and retrieving request for payment; and releasing payment to contractor.
26. Processes requests for change orders, such as completion date, scope of work, additional work and costs, by verifying need for changes and writing changes on the contract.
27. #Reviews certified payrolls submitted by contractors for proper wage compliance and accuracy by comparing the net amount paid to the employee according to the State, Federal and Local wage tables (i.e., Davis-Bacon).

28. Provides assistance to the contract compliance section in correcting and verifying infractions such as failure to pay appropriate wages, claiming inaccurate hours, and failure to submit timely reports.
29. Mediates disputes between contractor and owner by conducting meetings, reviewing contract and bid documents, making recommendations, consulting appropriate agencies and resources (i. e., engineering, architect, building and safety), issues notice of default to contractor, and making recommendations for arbitration, settlement or litigation.
30. Assures that the project complies with approved plans and accessibility report by CASp consultant, and that all items are completed to the satisfaction of all building and safety requirements, housing requirements, and owner specifications.
31. Closes-out the project by processing the retention payment which includes receiving contractors request for payment and reviewing the recorded notice of completion, checking with owner to determine whether close-out is appropriate and resolving uncompleted items on the “punch list” and completing the final disposition of funds.
32. Follows-up on requests made by owners regarding warranties on work completed by performing inspections, contacting contractors and subcontractors, and advising the owner of the proper course of action.
33. Conducts site inspections of properties by lifting up to 30 pounds, climbing ladders and stairs, and bending and crawling in small and cramped areas.