

Minimum Qualification Specifications
for the Class:

HOMESTEAD HOUSING AGENT

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience.

General Experience: Three (3) years of experience in building construction which provided knowledge of the construction of homes including material estimating, cost estimating, work planning, construction work methods and materials, inspection, quality control on materials and workmanship and safety practices. The work should also have included responsibility for reading and interpreting work drawings for home construction.

Specialized Experience: Three (3) years of experience in residential building construction which provided a practical knowledge of the design, construction and maintenance of various types of single family homes. The experience must have demonstrated the ability to review and correct drawings and specifications and to make determinations and recommendations with respect to design, plan arrangement, structural features and building and utility codes; to make cost and material estimates and to perform surveillance inspections for the assurance of compliance with standards. The experience must also have provided some knowledge of the construction of appurtenances and adjuncts such as water and sewer systems, streets, etc.

The required specialized experience may have been obtained in one or a combination of the following types of activities: (1) experience as an architect or as an employee of an architect with responsibility for planning, designing, preparing working drawings and specifications and letting contracts; (2) experience in the construction industry reviewing and correcting drawings and specifications with respect to design, plan, arrangement and structural features; (3) experience in building, structural designing, construction supervision or other related technical work which included reviewing designs and calculating the extent of construction, modifications or repair required for homes, estimating their costs and reviewing recommendations and estimates prepared by others.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory

aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience

The following types of experience although they may have been gained in the construction industry are not qualifying for Specialized Experience: journeyman or working supervisory carpenter, mason, electrician, plumber, etc.; operating engineer; surveyor; speculative builder or promoter with experience involving little or no actual architectural and construction work; real estate salesman or appraiser.

Substitutions Allowed

1. Satisfactory completion of all academic requirements for a bachelor's degree in civil or structural engineering or architecture from an accredited college or university may be substituted for one and one-half years of the required General Experience and one and one-half years of the required Specialized Experience.
2. Excess Specialized Experience may be substituted for General Experience on a year-for-year basis up to a maximum of two years.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class HOMESTEAD HOUSING AGENT, which were approved on October 27, 1982.

Date Approved: 12/4/15

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