



# Haverhill

Human Resources Department, Room 306  
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May 7, 2026

Job # 2026-26

## **PLEASE POST ANTICIPATED OPENING**

**POSITION:** **Housing Rehabilitation Specialist**  
Community Development Department

**HOURS OF WORK:** **Monday-Friday (35 hours per week)**  
8 a.m. – 4 p.m.

**SALARY:** **\$1,063.05-\$1,138.77** (effective 7/1/26)  
(Inspectional Services Salary Schedule)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Coordinate with municipal Code officials, as needed and required: perform progress reports and final inspections on projects. Inspect and report on private residential projects to be rehabilitated under the CDBG/HOME funded improvement programs. Prepare scope of work, work orders and bid specifications for the Housing Rehabilitation and Code Correction Program (HRCCP) and related programs. Conduct walk-throughs and answer questions on scopes of work at sites of various housing rehabilitation projects.

Assist Procurement Director in preparation of bid documents for the HRCCP and other programs. Maintain case records on contractor/subcontractor certifications, insurances and related documents.

Coordinate owner/contractor relationship and oversee/enforce contractual agreements during and after construction. Oversee product warranties and contractor workmanship. Conduct informational sessions for homeowners on the permitting process, contractor qualifications, insurance coverage requirements, the bid and contract information, as needed.

Maintain current training on federal and state lead paint removal laws and regulations. Maintain records of said procedures. Maintain case files.

The Rehabilitation Specialist will assist in the Health and Building departments in enforcing their state and local regulations.



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The Rehabilitation will coordinate commercial properties to be assisted under CDBG-funded Façade Improvement program, as needed.

Conduction Housing Quality Standard (HQS) reports. Must become acquainted with new National Standards for the Physical Inspection of Real Estate [NSPIRE] standards within 90 days of hire, if not already familiar.

Perform additional duties as assigned. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **SUPERVISION RECEIVED BY:**

Reports directly to the Housing Manager through the Community Development Director and/or Division Director.

#### **QUALIFICATIONS:**

Candidate must have five (5) years demonstrated experience in residential construction. Licensed general contractor preferred. Must have a working knowledge of building, plumbing, electrical, fire and health codes as well as standard construction practices; including federal NSPIRE standards, and have good writing and verbal communication skills. Must have knowledge of federal and state lead paint removal laws and regulations. Bilingual ability a plus. **Driver's License required.**

#### **PHYSICAL REQUIREMENTS:**

The Specialist must be able to move around the exterior grounds of a property, climb stairs in residential structures, crawl or bend into smaller spaces to inspect conditions and ability to climb ladders to view above-ground structural conditions and roofs. Ability and familiarity to use and wear protective equipment or clothing, for skin, hearing, eye or respiratory protection.

**CLOSING DATE: OPEN UNTIL FILLED**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.haverhillma.gov/government/job-opportunities](http://www.haverhillma.gov/government/job-opportunities)**

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT [HRD@HAVERHILLMA.GOV](mailto:HRD@HAVERHILLMA.GOV)

**PLEASE REFERENCE JOB # 2026-26**

"The City of Haverhill is an AA/EEO/ADA Employer."