**HOUSING INSPECTOR**

**(Rehabilitation)**

Submission details:

Interested applicants must submit a cover letter and resume to [info@wfnconsulting.com](mailto:info@wfnconsulting.com) on or before 5:00 p.m. on Friday, August 29, 2014. Attachments should include the candidate’s last name and the job title. ABSOLUTELY NO PHONE CALLS.

Primary Responsibilities:

In the core function of Housing Inspector, the incumbent perform a variety of tasks such as project management and inspection of single-family homes in the CDBG Rehabilitation Program to insure and monitor compliance by contractors with U.S. Department of Housing & Urban Development (HUD) guidelines, state laws, and local codes and ordinances. Additional inspections (annual occupied and special inspections on single family residences, town houses and apartments) to ensure compliance with the HUD rental housing requirements will be performed by this inspector. Incumbents make independent judgments in the field in accordance with departmental policy, and must effectively communicate these decisions to others to obtain compliance.

Duties:

* Determine scope of repairs and write construction, repair and material specifications and cost estimates for single-family rehabilitation projects prior to seeking bids from approved contractors.
* Test defective painted surfaces on pre-1978 rehabilitation properties for determining the presence of lead paint, dust and water samples as required; fully document test results and location of samples taken.
* Conduct pre-bid and pre-construction meetings.
* Inspect and monitor rehabilitation work to ensure contractor compliance in the performance of contracted repairs and materials; determine final approval of rehabilitation activities at job completions and order release of payment to contractors.
* Complete inspection reports and related documentation, monitors work of building contractors to ensure compliance and conducts follow-up inspections to ensure that work is completed.
* Serve as liaison and mediator between contractors and homeowners, respond to and resolve conflicts or inquiries, and recommend solutions to management.
* Maintain files and reports regarding inspections, communication, bid documentation, and final approvals.
* Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

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* Perform other various related duties as assigned by Managing Director/Deputy Director
* Drive to and from destinations for inspections.

Qualifications:

* One (1) year of responsible building inspection, property/construction management, project coordination or building maintenance, repair and construction experience.
* High School Diploma or GED or Bachelor’s degree (preferred)

LICENSES AND CERTIFICATES

* Possession of a valid, unexpired driver's license.
* Obtain within 6 months of employment, as a condition of continued employment:
  + Housing Quality Standards Inspector Certification
  + Certification of Visual Assessment Course from HUD Office of Lead Hazard Control

Compensation:

* Full-time, exempt, competitive salary, determined by education and experience.
* Available benefits include health and life insurance, Flexible Spending Account (Medical & Childcare) and 401(k) retirement plan.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

* Occasionally lift and/or move up to 50 pounds.
* Carry and climb a ladder
* Stand or walk for long periods of time
* Use fingers to grasp, move, or assemble small parts.
* Bend, stretch, twist, or reach out.
* Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
* Keep or regain the body's balance or stay upright when in an unstable position.
* Focus on one source of sound and ignore others.
* Hear sounds and recognize the difference between them.
* Determine from which direction a sound came.
* Coordinate movement of several parts of the body, such as arms and legs, while the body is moving.
* Be physically active for long periods without getting tired or out of breath.
* Sit; use hands; reach with hands, and telephone work.