



JOB DESCRIPTION
UTICA NEIGHBORHOOD HOUSING SERVICE, INC.
REHAB CONTRACTS SPECIALIST

MISSION

The mission of the HomeOwnershipCenter is the revitalization and growth of neighborhoods.

JOB SUMMARY

The Rehab Contracts Specialist is responsible for the proper and legal implementation of all construction and rehabilitation projects. This position is supervised by the Program/Compliance Coordinator.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Responsible for all tasks necessary in the housing development process including, inspections of properties, preparing cost estimates, written specifications, scope and bid documents, construction monitoring, and project close out.
- Contract monitoring to assure that work adheres to written specifications.
- Resolving field problems effectively and efficiently to keep project costs within budget.
- Represents the HomeOwnershipCenter with funding construction funding sources.
- Maintains program records, contract files, papers and legal documents in an excellent, well organized condition.
- Assists CEO in assessing potential projects, submitting reports or any other information as required
- Prepares monthly reports and other information, as required
- Travels to attend training and development seminar.
- Attends weekly staff meeting.
- Any other duties to be assigned

QUALIFICATIONS /SKILLS

- Demonstrate planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities
- Working knowledge of housing development, rehabilitation construction plans/specifications, and rehabilitation labor, material costs and construction methods.
- Understanding the techniques and methods of housing inspection used to locate health and safety concerns.
- Thorough knowledge of federal, state and local building codes, housing regulations, community development laws required
- Knowledge of regulations including federal HOME program, CDBG, Section 8 HQS, and others is preferred but willing to train the right candidate
- Working knowledge of computers and their applications, must be proficient in Microsoft Office Suite including Excel, Word, and Outlook
- Must have a driver's license and reliable transportation
- Proactive and self-motivated, dedicated commitment to the goals of the organization
- Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be: Two years of experience as a building contractor, which included remodeling or rehabilitation, work, OR Two years of experience performing building inspection work for conformance to the uniform building codes, and which includes experience preparing cost estimates and bid specifications, OR Two years of experience performing comparable work in a Housing Rehabilitation Program, OR Bachelor's Degree OR Associates Degree in Construction Management or Real Estate. Minimum of one-year professional

construction, real estate, or housing rehabilitation experience preferred

ABILITY TO

- Work with a wide range of professionals in the housing development process including architects, contractors and government officials.
- Interpret, explain and apply building and housing codes and/or ordinances, and Federal and State financial regulations, rules and guidelines.
- Communicate with diverse multi-cultural populations and work with individuals/households from diverse backgrounds and experience.
- Organize work while attending to telephone calls and client visits.
- Prepare rehabilitation plans, specifications and cost estimates.
- Make inspections and detect deviations from approved plans and specifications.
- Inspect crawl spaces, attics, cellars, and work in confined/cramped body positions.
- Compute material and labor cost estimates.
- Prepare clear and concise reports and keep accurate records.
- Review and interpret bid proposals.
- Deal tactfully and effectively with homeowners, contractors, and others contacted in the course of work.
- Advise contractor and property owner on rehabilitation construction requirements with tact and firmness.
- Work without direct supervision, with exceptional time management and organizational skills

Paid training will be provided

Please submit your cover letter and resume via email to dsmith@unhs.org

Or by mail to HomeOwnershipCenter, Attn: Danielle Smith, 1611 Genesee Street, Utica, NY 13501.

Deadline for submitting resumes is Thursday, July 26th

Submissions without these requirements will not be considered.

HomeOwnershipCenter is an Equal Opportunity Employer.