



JOB DESCRIPTION
UTICA NEIGHBORHOOD HOUSING SERVICE, INC.
HOME IMPROVEMENT SPECIALIST

MISSION

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

JOB SUMMARY

The Home Improvement Specialist is responsible for the proper and legal implementation of all construction and rehabilitation projects. This position is supervised by the Homeownership Center Manager.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Responsible for evaluating home rehabilitation needs and all tasks necessary in the housing development process. Tasks include, but are not limited to:
 - Inspection of properties
 - Prepare in-house cost estimates, construction specifications, detailed scope and bid documents that will guide the work and result in timely and smooth completion of projects
 - Review bids received from qualified contractors for cost accuracy and feasibility
 - Prepare contracts between the homeowner and the contractors
 - Track and review projects regularly, monitoring schedules and progress to assure that work adheres to written specifications
 - Inspect completed work to ensure compliance with State and local code requirements and program regulations
 - Project close out ensuring that program requirements are met and that appropriate documentation is developed and maintained
- Work with clients to resolve any outstanding issues between the contractors and the clients
- Resolve field problems effectively and efficiently to keep project costs within budget
- Maintains program records, contract files, papers and legal documents in an excellent, well organized condition in accordance with HomeOwnershipCenter and funder procedures
- Maintain a good working knowledge of the state/local housing and building codes
- Stay up-to-date on the rules and regulations of the funding programs used by HomeOwnershipCenter
- Assists CEO in assessing potential projects, submitting reports or any other information as required
- Prepares monthly reports and other information, as required
- Travel 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
- Strong written and oral communication skills
- Must have a driver's license and reliable transportation
- Proactive and self-motivated, dedicated commitment to the goals of the organization
- Remain current with applicable certification requirements
- 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 includes remodeling or rehabilitation work, OR Two years of experience performing building inspection work for conformance to the uniform building codes, 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. 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 in-house staff and 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

TRAINING/CERTIFICATION/EXPECTATIONS:

- Must have valid driver's license and transportation
- Obtain EPA Certification within 3 months of hire
- Obtain Lead Abatement Certification within 6 months of hire
- Other certifications are required

Paid training will be provided

SCHEDULE

This is a full time position, 38 hours per week Monday through Thursday, however the candidate must be available to work flexible hours (occasional evenings and Saturdays) to accommodate the needs of customers/contractors. The candidate may be required to travel nationally to attend paid trainings and obtain/maintain certifications