

Project Now, CAA
Job Description

Job Title: Housing Inspector/Assessor Specialist
Department: Housing
Reports To: Housing Director
FLSA Status: Non-exempt

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Revised by: LBirch & KDowney
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SUMMARY: Responsible for initiating, assessing, monitoring, and acting on work orders for Housing Rehab, Weatherization, Property & Assets, and inspecting all completed work.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following, other duties may be assigned.

- Record & review results of all assessments & work performed; use automated approaches to develop work orders according to guidelines. Completes all reporting and monitoring requirements.
- Performs duties relating to Housing, Weatherization, Properties & Assets, and Rehab projects including inspection, assessment, work spec development & construction cost estimates, bid prep & contract award.
- Assist with the selection of contractor(s), and the assignment of all work activities related to a job in accordance with all rules, contracts, policies and guidelines.
- Completes assessments and/or final interior/exterior inspections in Housing, Weatherization, Property & Assets, Rehabilitation projects, and other programs as required.
- Responds to customer questions/concerns related to work to be performed or that has been completed.
- Evaluate & address safety needs of home as they relate to fire risk, CO2 poisoning, lead hazard reduction in relation to single-family rehab projects, including inspections, assessments, & monitoring of lead safe work practices by contractors. Inspect & evaluate residential units for compliance w/HQS & lead paint regs.
- Perform work as requested for multiple departments and participate in required meetings and trainings.
- Performs field inspections to ensure steady progress on projects.
- Monitors workmanship, quality, & project completion.
- Identify substandard conditions in residential construction and recommend correction in compliance with local codes and Housing Quality Standards.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively use and conduct field tests with tools & equipment; trouble shoot as necessary.
- Must have strong organizational skills; be able to multi-task and work independently to meet program goals.
- Ability to read, analyze & interpret business periodicals, professional journals, technical procedures, or governmental regs. Ability to write reports, business correspondence, procedure manuals. Ability to present information and respond to questions from groups.
- Ability to add, subtract, multiply & divide in all units of measure, using whole #s, fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Required to obtain state or other required certifications w/in 1 year of employment, including Weatherization Inspector/Assessor, Lead Renovator and HQS Certification.
- Required to obtain other certifications within 2 years of employment related to BPI Energy Auditor (EA)- Home Energy Professional Certification, Quality Control Inspector (QCI) Certification, and Lead Risk Assessor.
- Requires valid driver's license, reliable vehicle, and proof of insurability.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED), preferred.
- 1-year related experience and/or training preferred or equivalent combination of education and experience.

PHYSICAL DEMANDS: While performing duties of this job, employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. Employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to vibration. The noise level in the work environment is usually loud.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.