

Opportunities for Chenango, Inc.

Housing

Position Available

Position: Housing Rehabilitation Specialist

This is a full-time position, 35 hours per week Monday- Friday.

The wage for this position is \$17.00 per hour.

Duties: Responsible for assisting in the inspection process for residential housing and advises appropriate parties who apply for assistance under federal, state or privately funded housing grant programs of the needs, options, methods and probable costs of the rehabilitation work necessary to restore the housing to standard condition. Will conduct home inspections for first time homebuyer, housing rehabilitation loans and grant programs pertaining to the OFC Housing Program.

Requirements: Must possess a High School Diploma or equivalency, possess 5 years of general building construction and/or building remodeling experience at least 2 years must have included construction estimation and building inspections. Must also possess and maintain a valid class C New York State Driver's License

Application and/or letter of intent will be accepted until the position is filled.

Please send Resume and Cover Letter:

Opportunities for Chenango, Inc.

44 W Main St

Norwich, NY 13815

Attn: HR Department

Fax: 607-336-4305 or email: employment@ofcinc.org

Equal Opportunity Employer, Drug Free Environment

Opportunities for Chenango, Inc.
Job Description

PROGRAM: Housing
JOB TITLE: Housing Rehabilitation Specialist
GRADE LEVEL: B
RESPONSIBLE TO: Programs Director

GENERAL DUTIES: Responsible for assisting in the inspection process for residential housing and advises appropriate parties who apply for assistance under federal, state or privately funded housing grant programs of the needs, options, methods and probable costs of the rehabilitation work necessary to restore the housing to standard condition. Will conduct home inspections for first time homebuyer, housing rehabilitation loans and grant programs pertaining to the OFC Housing Program.

RESPONSIBILITIES include the following (other duties may be assigned):

1. Inspects premises for deficiencies in Federal Housing Quality Standards (HQS) and New York State Uniform Fire Prevention and Building Code (19 NYCRR).
2. Discusses the property owner's needs and desires to help clarify areas of the building needing attention.
3. Prepares plans, specifications, cost estimates and bid packages for rehabilitation work. Gives technical assistance during all phases of construction/rehabilitation.
4. Confers with builders, architects and contractors as to method of construction and material application.
5. Prepares reports and presentations for Housing Oversight Committee Meetings
6. Consults with Programs Director on various aspects of the program.
7. Prepares and maintains rehabilitation project reports, records and rehabilitation files.
8. Attends meetings and trainings as necessary
9. Performs additional duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

1. Strong knowledge of general building construction techniques and practices, particularly of older buildings.
2. Good knowledge of community housing styles, standards and practices.
3. Working knowledge of local and state housing codes.
4. Ability to establish and maintain effective working relationships with contractors, housing inspectors, code enforcement officers, and property owners.
5. Ability to explain technical details of rehabilitation work and evaluate quality and contract compliance.
6. Ability to prepare routine records, reports and to take digital pictures related to the work..
7. Ability to work through problems and achieve a solution amicable to both parties

8. Some knowledge of Part 75 A of the Department of Health Code or where to find the information, knowledge of the National Electrical Code, NYS Energy Code, Building Code of NYS and EPA and HUD Lead Safe Work Practices.
9. Ability to be a self starter and team player with good organizational skills which will allow for multitasking.
10. Some knowledge of well drilling and the ability to perform water test.
11. Some knowledge of private sanitary systems.
12. Some knowledge of ADA requirements and design
13. Ability to perform an inspection using HQS and then write specification to meet requirements to bring the structure into compliance along with the cost estimate for the work.
14. Ability to present work scope to committee.
15. Strong knowledge of energy conservation.

REQUIRED SKILLS, CERTIFICATION AND EDUCATION:

1. Must possess a High School Diploma or equivalency.
2. Must possess 5 years of general building construction and/or building remodeling experience at least 2 years must have included construction estimation and building inspections.
3. Must possess and maintain a valid class C New York State Drivers License.
4. A combination of education and experience acceptable to OFC.
5. Proficient in word processing and excel applications

Physical Demands The physical demands described here are representative of those that are required by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid

conditions; high, precarious places; fumes or airborne particles; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually mild to moderate.

Supplementary Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The document does not create an employment contract, implied or otherwise, other than "at will" relationship.