

Construction Specialist

Acts as a liaison between homeowners, rental property owners and contractors on behalf of the Homeownership program through implementation and coordination of housing rehabilitation/preservation (single-family, owner occupied, emergency and rental rehabilitation) projects.

Supervisor: Director of Homeownership

Education/Qualifications:

- Associate degree in business or related field from a two-year college or technical school and six (6) months to one (1) year of experience (*equivalent combination of education and experience considered*) in a construction related field.
- Combination of education and experience in the administration of housing programs, housing inspections, building contractor required.
- Possesses or be willing to obtain Housing Quality Inspection Certification within the first 90 days of employment.
- Possesses or be willing to obtain Lead Based Paint I certification, within 1 year of employment.
- Build and foster collaborative relationships between homeowners, rental property owners and contractors.
- Effectively, professionally, and timely communication with vendors, contractors, external partners, funders, management, and co-workers required.
- Possess good judgment while solving practical challenges.
- Ability to thrive in an independent, self-guided manner; equal ability to work in a team setting with a collaborative spirit.
- Ability to succeed under pressure.
- Strong organizational skills and detail driven.
- Ability to write and read routine reports, procedures, and correspondence.
- Must be able to use Microsoft Office Suite (i.e., Word, Excel, Outlook)
- Valid driver's license, reliable mode of transportation during scheduled work hours and acceptable driving record with auto insurance coverage per agency policy.

Key Job Functions:

- Perform inspection of housing structures for individuals who qualify for funding under one or more grants or contracts administered within the Homeownership program.
- Determined suitability of housing structure based on construction, rehabilitation/preservation request.
- Create pre-construction plan and documents to include specifications, cost estimates, contracts, correspondence, and change orders for contractors using AH&D internal software i.e., Housing Development Pro (HDP).
- Working knowledge of building code to allow for effective monitoring of process, e.g., permits and code requirements overall.
- Work with contractors to ensure full understanding of job specifications/requirements, and the importance of compliance with those job specification/requirements due to funding source.
- Ensure contractor is performing work per approved job specifications/requirements and within acceptable contractor/building design standards.
- Aptitude to learn and understand various grant products and to share knowledge gained with internal program team and homeowners.

Arbor Housing and Development Expectations:

- Report to work on time and work your scheduled shift, except in cases of emergency.
- In the case of an emergency, contact your immediate supervisor and/or on call designee for guidance.
- Effectively discharge the key job functions of your position in accordance with Homeownership rules and regulations, AHD Code of Conduct and Standard of Acceptable Behavior.
- Support a Non-Discrimination/ Anti-Harassment/Sexual Harassment free work environment, foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual

Physical Demands / Environment

- Regularly lift, move carry, push, pull up to 25-pounds.
- Balance, stoop, kneel and crouch.
- Frequent physical activity includes but not limited to bending, reaching, standing, walking, and climbing stairs.
- Construction site, rehab site, remote and traditional office setting located at 26 Bridge Street, Corning NY

Critical features of this job described above. Critical feature may be subject to change at any time due to reasonable accommodation or other legal requirements. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.