

POSITION DESCRIPTION CITY OF MICHIGAN CITY, INDIANA

POSITION: Housing Rehab Specialist Part-time
DEPARTMENT: Planning
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT III (Professional, Administrative, Technological)

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

DUTIES:

- Inspects properties to determine eligibility of repairs in accordance with the housing rehabilitation program rules and surveys the condition of dwellings as assigned
- Assists with work-write ups and bid specifications in accordance with the Department of Housing and Urban Development (HUD), State of Indiana, Environmental Protection Agency (EPA) and the City of Michigan City housing rehabilitation program rules
- Works with code enforcement to ensure homes receiving rehabilitation assistance are safe, sanitary and decent upon completion of project
- Works with the CDBG project manager or program administrator developing work specifications and cost estimates for projects, reviews bid documentation, attends public bid openings, verifies contractor eligibility for program, schedules property inspections, reviews bids with clients, reviews change orders to ensure validity of requests and associated costs
- Monitors progress on housing rehabilitation and addresses potential problems
- Monitors the work of contractors to ensure that work meets bid specifications and quality standards in accordance with program rules and lead-safe work practices.
- Inspects property while work is in progress to assure authorized work has been properly completed within the provisions of the contract
- Acts as a liaison between contractors, homeowners, and program staff
- Maintains and organizes proper inspection records for each assigned property
- Performs other related duties as assigned

SKILLS AND KNOWLEDGE:

- Associate's degree in building/maintenance, building codes and/or construction methods or 2 years of experience in home construction, home rehabilitation services, home inspection services, or in a construction related field, preferably in an agency providing housing rehabilitation to low-income individuals.
- Working knowledge of property maintenance, building codes and construction methods
- Thorough knowledge of residential construction trades utilized in the home rehabilitation field
- Thorough knowledge of construction contract licensing, insurance and registration
- Ability to research, comprehend and implement federal regulatory codes, state and municipal building codes, municipal ordinances, and CDBG national objectives.