

Southern Hills Preservation Corporation

Job Description

Position: Construction Specialist

Reports To: Executive Director

FLSA Status: Independent Contractor (IRS form 1099)

The Construction Specialist is responsible for completing initial house inspections, developing scopes of work, monitoring construction, and final inspections of completed projects. The Construction Specialist is the point of contact during bidding and construction phases, and will confer with the Executive Director as needed.

The Construction Specialist is an independent contractor and will sign a contract with Southern Hills Preservation Corporation. Southern Hills is not responsible for employee benefits for independent contractors. However, Southern Hills is responsible for providing job related materials, including forms, documents, and a camera.

Primary Responsibilities

- Preliminary inspection and assessment of properties that may receive funding for rehabilitation through our grant program. This work is to be coordinated with the local building inspector or code enforcement departments as necessary.
- Complete a Housing Quality Standards (HQS) checklist for each project.
- Based on results of inspection, prepare written work scope and detailed specifications for rehabilitation work to be performed. Specifications to include measurements, type of item (e.g. double-hung v. casement windows, 3-tab v. architectural shingles, steel-insulated v. wood doors), quantity and locations, specific materials (e.g. pressure treated lumber, deck boards v. 2" x 6" PTL), quality (Rvalue of insulation, low e glass windows), methods to be used as appropriate.
- Prepare cost estimates for work specified in work scope.
- Photograph eligible properties before, during, and after rehabilitation.
- Provide clarification of plans and/or specifications as needed.
- Coordinate with Executive Director to prioritize work scope items to ensure project fits within budget constraints.
- Inspect projects during construction to ensure quality of work and compliance with work scope and specifications.
- Provide Executive Director with documentation needed to make periodic progress payments to project contractors.
- Consult with Executive Director throughout the rehabilitation process, including, but not limited to a) appropriateness of bids received from contractors, b) validity of proposed Change Orders, and c) clarification of rehabilitation plans.
- Schedule and conduct final inspection with homeowner and provide a final inspection report for the project file to be submitted to the Executive Director.

Qualifications

A background in residential construction required. Must possess a thorough knowledge of New York State and local building codes and be familiar with HUD's Housing Quality Standards. Direct experience in assessing projects, developing work scopes, preparing specifications, and monitoring construction quality and adherence to work scope and specifications preferred. Microsoft Office computer skills a plus. Valid New York State Driver's License with acceptable driving record.