



Housing Inspector/Construction Management

Department/Division: Technical Services

FSLA Status: Part-time 20 hours/week, Non-Exempt

NeighborWorks® Rochester – *Our mission is to provide housing solutions as a foundation for individuals, families and neighborhoods to build vibrant communities.* This is the focus of our work every day and is manifested via first time homebuyer education, financial fitness counseling, home improvement lending, and energy conservation services. Our neighborhood revitalization program assists targeted neighborhoods within our community, building resident engagement as well as economic stability.

About the Position

The Housing Inspector/Construction Management is responsible for supporting our Technical Services department by conducting residential inspections prior to construction, including lead paint inspections. The Analyst will also provide construction management services for customers, including developing a scope of work for projects, bidding the project to contractors, contract and project oversight, and managing payouts and customer/contractor relationships. The Inspector/Construction Management will manage the reports and paperwork that go along with these responsibilities.

Key Skills and Attributes

Customer Service – Works with the NeighborWorks® Rochester team to provide first-class customer support to internal and external stakeholders. Provides timely, accurate follow up and communication. Candidates for this position must be personable, skilled communicators, and comfortable with people from all backgrounds and walks of life.

Strong Organizational Skills – Possesses excellent time management and organizational skills, with the ability to multitask, prioritize and work under pressure within a fast-paced environment.

Strong Technical Skills – Has experience using the Microsoft Office Suite of products (Word, Excel, Outlook, etc.) and the ability to learn and successfully navigate web-based customer management systems (Sales Force) and other proprietary/project management software.

Self-Starter & Team Player – Takes initiative, possesses a strong sense of ownership, and is dedicated to ensuring a quality brand presence at all times. Inspires the trust and confidence of others to successfully collaborate on daily tasks and occasional projects while attaining the knowledge necessary to succeed in operational outcomes.

Required Qualifications

- Knowledge of the basic principles of Residential Construction and Inspections, Building Codes, and ability to gain or maintain EPA licensure/certification as a Lead Paint Risk Assessor.
- A minimum of five years' experience in residential construction.
- Ability and commitment to remain current with trends, issues, and best practices related to all aspects of residential construction/lead remediation and health hazards.
- Excellent customer service skills. Ability to meet the needs of our customers and partners in person, online, or via phone.
- Ability to work a flexible schedule with some nights and weekends required.
- Bilingual English/Spanish is a plus.
- Transportation necessary and valid driver's license required.

What You Can Expect

- To be part of a dynamic team committed to the mission and brand of the organization and to high quality internal and external customer service.
- To work within a collaborative environment among individuals passionate about improving the quality of life for members of our community, utilizing unique industry knowledge, and employing up-to-date technological tools – all led by an experienced and proven leadership team.

Application Instructions

Please send your cover letter and resume via email to the following address:

jobs@nwrochester.org

No phone calls or postal mail submissions, please.

NeighborWorks® Rochester is an equal opportunity employer.