

RuralEdge – HomeOwnership Center (HOC)

Job Description

Position: Housing Rehab Specialist

Supervisor: HOC Manager

Worksite: Lyndonville, VT

Classification: Full Time

Responsibilities:

- Provide technical support to clients needing home rehabilitation services as part of a lending program or as an aspect of technical assistance offered.
- Knowledge of and ability to perform environmental reviews and related forms to maintain compliance with state regulations.
- Preparation of plans, specifications, scope of work descriptions, contract documents, construction supervision, contract management, preparation of bid documents, inspection of homes, obtaining competitive process for work, and researching materials & techniques.
- Working closely with the HomeOwnership Center Manager and Loan Fund Specialist to ensure that projects are completed and meet the standards mandated by the funding source.
- Managing purchase – rehab – resale projects.
- Maintain the partnering relationships that we have currently established with other local agencies and continue providing referrals.

Qualifications:

- High School Diploma or equivalent
- Working knowledge of the requirements set by the State of Vermont Department of Housing and Community Affairs.
- Mission driven applicant with great interpersonal skills that is able to communicate effectively with our clientele.
- Building/contracting knowledge preferred.
- Computer knowledge and comfortability, including MS Word, Excel, and Nitro Pro.
- Valid Driver's License, current auto insurance and a reliable vehicle to use for work travel.
- Available for occasional nights and weekends.
- Able to travel to meet with clients, contractors and for training opportunities.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

F = Frequently O = Occasionally R= Rarely N= Never

F	Stand	F	Walk	F	Sit
F	Stoop	F	Type	F	Bend
F	Stretch	F	Kneel	F	Crouch
F	Push	F	Pull	F	Talk
F	Answer Phones	F	Engage in conversations	F	View computer monitor
F	Lift up to 30 lbs.	F	Lift up to 50 lbs.	F	Utilize ladder under 5 ft.
F	Utilize ladder over 5 ft.	F	Utilize step stool	F	Use cleaning supplies
F	In contact with hazardous materials				

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