



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Housing Project Inspector Job Description

Title:	Housing Project Inspector
Work Schedule:	Full-time, 40 hours per week
Compensation:	\$20 per hour, plus benefits

Under the supervision of the Housing Director, the Housing Project Inspector will screen properties for necessary repairs, write up project specifications, inspect completed repairs, and communicate deficiencies.

SKILLS/QUALIFICATIONS

1. Three plus years of experience in construction, roofing experience preferred
2. Valid driver's license and ability to be added to YNDC vehicle insurance
3. High level of organization and attention to detail
4. Ability to manage relationships with contractors, program clients, and neighborhood residents
5. Ability to follow systems, processes, and protocols to EXACT specifications
6. Ability to use Google functions, specifically Gmail, Calendar, Docs, and Sheets
7. Excellent written/oral communication skills and ability to utilize new technologies for communication
8. Ability to use camera and drone to document inspections
9. Ability to proactively solve problems with sound judgment and intuition
10. Ability to work independently of and in collaboration with other staff of the organization
11. Ability to obtain Ohio Home Inspector License
12. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification

RESPONSIBILITIES

1. Screen both owner-occupied and vacant homes for necessary repairs
2. Write up project specifications
3. Inspect completed repairs
4. Communicate deficiencies to YNDC team and contractors
5. Complete routine maintenance and inspections of YNDC rental properties
6. Install security systems at vacant rehabilitation projects
7. Report regularly and maintain clear communication with the Housing Director and Program Manager
8. All other tasks as assigned

To apply, please send cover letter and resume to tsokol@yndc.org

NO PHONE CALLS PLEASE.

YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.



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Development Corporation



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