



Housing Project Inspector

Job Description

Title:	Housing Project Inspector
Work Schedule:	Full-time, 40 hours per week
Compensation:	\$22-24 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, bid out projects, inspect completed repairs, and communicate deficiencies.

SKILLS/QUALIFICATIONS

1. Three plus years of experience in construction
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 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 complete NSPIRE inspection training
12. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification

RESPONSIBILITIES

1. Screen owner-occupied homes for necessary repairs
2. Write up project specifications
3. Bid out projects
4. Inspect completed repairs
5. Communicate deficiencies to YNDC team and contractors
6. Report regularly and maintain clear communication with the Housing Director and Program Manager
7. 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.

