

EAST ST. LOUIS HOUSING AUTHORITY

Job Announcement For Full-Time Position

Title: Inspector I

General Statement of Duties:

Tracking and reporting all field activities for Capital Improvement projects.

Reports To: Director or a specific Supervisor in the department assigned.

Supervise: This is not a supervisory position.

Key Duties:

1. Performs inspections of buildings or other projects that are being constructed, rehabbed or demolished to verify work complies with required regulations and in accordance with contract documents.
2. Inspects quality of materials and methods of construction being performed. Inspect physical work in progress for proper installation, including quality of workmanship and adherence to drawings and specifications.
3. Prepares daily progress reports on all assigned projects.
4. Observes safety practices and advises responsible party at any site (construction or project) where safety violations are observed.
5. Record and report the need for change orders, contract modifications and time extensions.
6. Conduct employee interviews required by the Davis-Bacon Act accurately and in a timely manner.
7. Attend all meetings for assigned projects including pre-bid, pre-proposal, pre-construction and construction progress meetings. Conducts punch and walk thru with regulatory officials.
8. Review all contract and design documents for assigned projects.
9. Perform basic CAD operations.
10. Maintain open communication with the Contracts Department to ensure all documentation to comply with HUD regulations and ESLHA policies and procedures is obtained.
11. Monitor construction progress to ensure assigned projects are being completed on schedule and within budget.
12. Keep abreast and current of HUD regulations and Code industry requirement standards.

13. Corresponds with Capital Improvements Administrator regarding project status updates or problems incurred. Recommends a course of action to rectify problems incurred.

14. Provide vacation or temporary relief for other inspectors and other duties as assigned.

Qualifications:

Education: A minimum of a high school diploma or GED required.

Experience: A minimum of two years experience in all phases of residential construction, building code, building inspections certification with a minimum of one year as a Housing Inspector. HUD inspection certifications preferred.

Special Skills: Ability to read drawings and specifications.

Effective verbal and written communication skills

Computer literate in Microsoft software applications

Working knowledge of electronic hardware and software for inspection applications

Excellent public relations skills

Other: Excellent employment and character references.

Requirements: Certified Inspector (preferred). Applicable Inspection Certification(s) within 60 days of Hire
Other specialized certifications within 1 year of hire

Bondable

Must have a valid driver's license

Salary: Grade 7

Submit Resume & Cover Letter to the Human Resource Department. You can also apply online at www.eslha.org

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