Position: Construction Specialist I
Supervisor: Housing Services Program Manager

Nature of Position:
Under the direction of the Housing Services Program Manager, the Construction Specialist I works with various programs available through the Champaign County Regional Planning Commission to undertake, create, and deliver a variety of housing rehabilitation programs utilizing state, federal, and local funding.

Specific Duties:
- Identify appropriate available funding sources and programs for specific clients, including LIHEAP, Weatherization, CDBG Housing Rehab, etc.
- Assess housing units in accordance with applicable program guidelines;
- Develop scope of work and cost estimate for needed repairs and bid or otherwise assign the project to contractor(s);
- Work with property owner and contractor(s) to provide intermediate and final inspection according to program standards and authorize payment upon completion of work.
- Within the framework of specific guidelines and procedures, incorporate housing initiatives established by HOME, IDHFS, and IHDA programs to enhance specific projects.
- Follow established procedures and prepare required compliance documentation mandated by the funding sources.
- Complete specialized training and certification as required by the Weatherization Program within 12 months of employment to learn the use of equipment and processes unique to the program; attend ongoing or recurrent training by the various funding sources to maintain proficiency.

Skills and Education:
- Associates Degree in construction or related field
- Strong background in construction and related building codes
- Driver’s license and ability to visit home sites throughout Champaign County
- Ability to pass criminal background check
- Ability to lift testing equipment (approximately 40 lbs.), climb stairs and ladders to access rooms
- Word processing skills needed to develop bid specifications
- Ability to obtain weatherization certification within twelve months
- Ability to attend daytime meetings and/or training as required

12/07, 12/08, 7/09, 9/09