

Champaign County Regional Planning Commission Position Description

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