Position: Construction Specialist II
Supervisor: Housing Services Program Manager

Nature of Position:
Under the direction of the Housing Services Program Manager, the Construction Specialist II 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:
- May perform all functions of a Construction Specialist I;
- Identify appropriate available funding sources and programs for types of projects and classes of clients, including LIHEAP, Weatherization, CDBG Housing Rehab, H.O.M.E., etc;
- Assess housing units in accordance with applicable guidelines of various programs;
- Develop scope of work and cost estimate for needed repairs and bid or otherwise assign the project to contractor(s);
- Assist with bid process, including advertising and recruitment, preparing explanatory materials and bid packages, preparing contract packages for new contractors and monitoring contract compliance;
- Work with property owner and contractor(s) to provide intermediate and final inspection according to various program standards and authorize payment upon completion of work;
- Assist with development of streamlined procedures aimed at efficient program delivery to increase the number of families who can be served by affordable housing programs;
- Perform activities as assigned related to housing initiatives established by HOME, IDHFS, and IHDA programs to enhance or expand programs currently in place;
- As directed by the Program Manager, perform procedural activities and prepare required compliance documents mandated by the funding sources. As requested, may assist with grant-writing activities.
- Complete specialized training and certification as required by the Weatherization or other programs within 12 months of employment. Learn the use of equipment and processes unique to the program; attend ongoing or recurrent training by the various funding sources to maintain proficiency required by various programs.
- At the direction of the Program Manager, assist with in-house training and provision of technical assistance to Construction Specialist I and other staff.

Skills and Education:
- Bachelors Degree in related field, or Associates Degree and 10 years progressively responsible relevant experience
- 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 and lead safe work practices certification within twelve months
- Ability to attend daytime and evening meetings and/or training as required

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