

**Champaign County Regional Planning Commission  
Position Description**

**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

9/09