

Rehab Specialist/Building Code Inspector

Full-time position. Duties include technical and advisory work in the administration of local, state and federal programs by working with city and county governments, property owners and tenants, housing contractors, inspectors, and the general public. This position is responsible for inspection and enforcement of state and local electrical, building, mechanical, and plumbing codes and others codes and ordinances as assigned and assumes primary responsibility for enforcement of member communities building codes.

Read and interpret all program regulations/housing standards, building codes, related codes, ordinances, and laws which regulate the inspection/construction/installation of building systems. Conduct inspections to determine conformity with legally prescribed standards. Utilize appropriate enforcement procedures to ensure compliance where discrepancies with codes exist. Examine building plans and blueprints. Investigate complaints and report potential code violations, hazardous conditions, polluting, or other related code-related matters. Inspect for compliance with local codes and/or zoning set-back requirements. Maintain inspection records. Assist homeowners, contractors, city government staff with interpreting the codes and regulations by providing guidance and technical advice.

Assist in developing and improving housing programs/community development projects and manage program implementation. Meet with city councils, county boards of supervisors, local organizations, and maintain contact with state and federal agencies. Complete state and federal program applications, project budgets, environmental reviews, draw requests, and other reports. Conduct program outreach, qualify program participants, conduct housing rehabilitation inspections, complete work write-ups, and approve construction contracts. Responsible for overseeing monitoring visits and completing follow-up reports and assisting communities with program audits. .

Bachelor's degree in public administration, construction management, business administration, or related field preferred, two-year degree minimum required, and two years of experience is required. Related degree and experience may be considered. Experience in housing code inspection, construction management, property management, construction, or a related field desired. Knowledge of state and federal programs; some knowledge of practices/principles of grant administration; knowledge of housing/building codes-regulations; ability to prepare reports and to communicate orally and in writing; ability to establish and maintain effective working relationships. Building code and lead-based paint certifications preferred, but required within six months of employment. Possess valid driver's license to operate a motor vehicle and be insurable under agency policies. Must be proficient in Microsoft Word and Excel. ECIA is committed to promoting and supporting a diverse workplace. We are proud to be an equal opportunity employer. Women, minorities, and qualified persons with disabilities are encouraged to apply. Salary range: \$53,343-74,141, plus benefits. Resumes to snesteby@ecia.org – position open until filled.