

## **Project Manager/Inspector**

Full-time position. Duties include inspections, grant administration, technical and advisory work in the administration of federal and state grant programs by working with city/county governments, community partners, owners, housing contractors, tenants, non-profits and general public. Enforces adopted City building codes and/or other relevant laws and ordinances to insure public safety and health. Conduct code inspections regulating construction, inspection and installation of building systems as well as related codes, ordinances and laws. Complete lead paint, healthy home inspections and lead clearance tests. Develop work specifications, bid projects and monitor projects to assure quality work is performed. Develop proposals and assist in implementation with local, state and national public and private agencies. Complete paperwork relating to federal and state grant programs including draw down requests and grant related reports. Oversee State and Federal monitoring visits and complete required reports. Prepare program financial reports. Bachelor's degree in public administration, construction management, business administration, or related field and two years' experience required. Related degree and experience may be considered. Experience in real estate, property management, social work, housing inspection or related field desired. Knowledge of federal and state grants and programs; some knowledge of practices and principles of grant administration; Lead and Healthy Homes Certification are preferred and required within the first six months of employment; certification in residential and commercial building code also required in the first six months. Ability to communicate orally and in writing; and establish and maintain effective working relationships. Experienced/proficient in the use of software products such as Microsoft Office. Must possess a valid driver's license, a good driving record and be insurable under agency policy. 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. Website: [www.ecia.org](http://www.ecia.org) Salary range: \$47,039-67,521 plus benefits. Resumes due on May 18, 2018 to [snesteb@ecia.org](mailto:snesteb@ecia.org)