DEVELOPMENT SPECIALIST

DEPARTMENTS: Development
REPORTS TO: Director of Development
EXEMPT/GRADE: Non-Exempt/Grade 13

DEFINITION
Under general supervision, the Development Specialist will (1) assist the Rehabilitation Foremen in their efforts to carry out needed rehabilitation and repairs at single family homes and other RHA properties and (2) assist development staff with inspections, work write-ups, labor compliance and record keeping.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

• Inspects Development Department projects underway on scattered site or multifamily residential properties for specification compliance and quality control.
• May conduct labor compliance interviews and reviews contractor pay requests and certified payroll documents for accuracy.
• Drafts technical specifications, reports, and plans for various Development Department projects for staff review.
• Does measurements for site plans and prepares design layouts when needed.
• Provides access to dwelling units for contractors and coordinates job walks as needed.
• Assists with preparation of bid documents and specifications for required Development Department work at RHA properties.
• Coordinates and monitors contractors as needed.
• Prepares regular and special reports.
• Solicits bids for review by Development Department staff.
• Conducts existing conditions survey for modernization contracts.
• Performs related work as required.

EMPLOYMENT STANDARDS

1. MINIMUM EDUCATION AND EXPERIENCE
• Graduation from high school or equivalent.
• At least two years of college course work in construction or technology, pre-engineering or a related field.

2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES
• Knowledge of the principles, practices, materials and equipment involved in housing rehabilitation.
• Ability to use various computer programs and software accurately and efficiently.
• Ability to conduct detailed inspections of housing units and accurately determine maintenance, repair, and construction needs.
• Ability to prepare and present technical specifications and reports.
• Ability to work effectively in the field without constant and direct supervision.
• Possess integrity, resourcefulness, accuracy, neatness and good judgment abilities.

3. ADDITIONAL REQUIREMENTS
• Must be able to lift and/or carry/or move objects and/or materials up to 50 lbs.
• Ability to travel to different sites and locations as required to perform job duties.
• Possession of a valid driver’s license with a good driving record.
• Ability to work in all weather conditions.