

CITY OF MOBILE
NEIGHBORHOOD DEVELOPMENT HOUSING PROGRAMS INSPECTOR

The City of Mobile seeks to hire a full-time Housing Programs Inspector who will be responsible for investigating applications and inspecting property for housing repair, renovation, rehabilitation, and/or new construction related to various grant projects and the delivery of services for the City of Mobile's Neighborhood Development (ND) Department as part of federal Department of Housing and Urban Development (HUD) programs. The Inspector is responsible for assisting in determining eligibility of applicants for low cost single family and multi-family housing rehabilitation financing to ensure all legal and technical program requirements are followed and all applicants are processed in an accurate and timely manner. Individuals in this job class are also responsible for preparing reports and documentation for supervisors and various agencies to communicate the status of funding and grant activities associated with various projects. The Housing Programs Inspector reports to the Director of Community and Housing Development within the Neighborhood Development Department.

JOB REQUIREMENTS: Requires a driver's license with satisfactory driving record, experience as a professional in housing or building construction trades (i.e., carpentry, electrical, plumbing, masonry, HVAC, or mechanical), Associate's Degree in Public Administration or related field and three years of experience in housing rehabilitation and/or loan programs, or building construction; or a combination of education and experience equivalent to these requirements. NOTE: Applicant must be willing to obtain certification for Remodeling, Renovation, and Paint (RRP) within 12 months of employment (requires passing test).

Preferred Qualifications: Possession of state/national certification in Remodeling, Renovation, and Painting (RRP). Extensive experience as a professional in housing or building construction trades (i.e., carpentry, electrical, plumbing, masonry, HVAC and mechanical).

PRIMARY RESPONSIBILITIES (including, but not limited to):

Creates bid proposals according to specifications for equipment, supplies, and services in order to meet the needs of the agency, and closes out projects.

Prepares reports for supervisors, local, state and national government agencies regarding the status of funding and grant activities.

Administers housing assistance programs that utilize HUD funds to address critical structural and systems problems in the homes of low to moderate income residents.

Conducts an environment review utilizing the HUD Environmental Review Checklist and eliminates any revealed barriers prior to starting rehab.

Coordinates with program administrators to inspect property associated with housing rehabilitation loan programs and commercial rehabilitation programs.

Documents inspection observations and results by writing summaries and drawing diagrams.

Inspects property to identify/verify severity of areas to be repaired and to determine the extent of work needed.

Writes reports and compliance letters to advise stakeholders of progress, using citations and interpretations of applicable program regulations and guidelines.

CRITICAL KNOWLEDGES:

Knowledge of building construction, codes (e.g., fire codes, life safety codes, mechanical codes), and building systems (e.g. HVAC).

Knowledge of construction materials and methods (e.g., egress, square footage, occupancy, exit capacity) of one or more construction trades.

Knowledge of field inspection procedures and techniques.

Knowledge of local (City/County) amendments to building codes.

Knowledge of local, state and federal housing rehabilitation programs.

WORK ENVIRONMENT:

Work is conducted both indoors in office setting as well as regular field visits to external places of business, residence, or construction worksites. Work involves use of standard office equipment, such as computer, phone, copier, etc., and may require the use of hand tools such as voltage meters, tape measures, and ladders. May be exposed to weather conditions, such as extreme hot or cold temperatures.

PHYSICAL DEMANDS:

Job is both sedentary involving sitting for long periods of time, and light to moderate physical exertion, including lifting, carrying, climbing, stooping, kneeling, crouching, or crawling. May involve occasional lifting of items or objects weighing up to 75 lbs.

The City of Mobile ensures equal employment opportunity in all aspects of employment to all employees and to all applicants for employment without regard to race, color, religion, sex (excluding pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability or military obligations.

To apply (initial review deadline 12/20/2020), send resume and salary history to: hr@cityofmobile.org, fax: 251-208-7153, or mail to City of Mobile, Human Resources Dept., PO Box 1827, Mobile, AL 36633.