



## **POSITION AVAILABLE**

**Housing Specialist  
permanent, full-time**

**Duties:** The purpose of the position is to provide assistance to elected and appointed officials in a six-county region in the areas of housing rehabilitation and repair, new construction, and adaptive reuse of existing structures for housing. Activities include conducting inspections, creating project specifications, monitoring construction progress, and conducting lead based paint risk assessments and clearance inspections. The position will also provide general assistance with program development and implementation, and provide other technical assistance to cities, counties, and their affiliated organizations. This position is under the general supervision of the community development director. Duties include, but are not limited to:

- Conducting inspections of exiting homes, buildings, and/or building sites to determine project scope, monitor progress of construction, and verify that work is completed according to specifications and applicable construction codes and standards.
- Writing project specifications, based on initial inspections and according to applicable construction codes and standards.
- Coordinating and conducting project open houses, bid lettings, and pre-construction conferences
- Conducting lead based paint risk assessments and clearance inspections
- Providing training in lead safe work practices
- Assisting in the writing and administration of a variety of state and federal grants for housing rehabilitation and repair, new construction, adaptive reuse, and homeownership
- assisting other professional staff
- assisting local committees and organizations
- making presentations to city councils, local boards, and committees
- completing other job-related duties as requested by the executive director

**Qualifications:** High school diploma or equivalent with preference given to applicants with additional education or certification in an area of the construction industry. Certification as a Lead Inspector/Risk Assessor or willingness to achieve certification within first six months of employment, as practical. Must possess a working knowledge of various areas of the construction industry, including carpentry, electrical, heating, and plumbing; the ability to read blueprints, plans and specifications; a knowledge of and ability to interpret building codes and standards; knowledge of and ability to identify products and materials likely to contain asbestos and subsequent abatement. Other job-related skills should include:

- computer skills including word processing, spreadsheets, and graphics
- ability to track and coordinate multiple activities/tasks
- ability to work with elected officials, local boards and commissions
- ability to work with homeowners, contractors, and other trades people
- ability to lift 25 pounds and capable of climbing into attics, crawl spaces, and other confined areas
- ability to travel within a six-county region

**Salary:** Mid to high \$30,000s (DOQ), with benefits

**To apply send cover letter, resume, and three references to:**

Executive Director  
EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS  
700 16<sup>th</sup> Street NE, Suite 301  
Cedar Rapids, Iowa 52402

**APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.**

**EOE**