



## Housing Rehabilitation Specialist

Open position available in Winchester, Va area

The housing Rehabilitation Specialist performs tasks involved in the inspection of housing structures and the preparation of specifications for rehabilitative work. Specific duties include:

- Inspects residential structures to determine rehab work required
- Prepares plans, specifications, and cost estimates for rehab work
- Inspects projects for compliance with workmanship specifications and codes
- Prepares and evaluates change orders to ensure effective use of funds
- Drafts and presents written and oral project reports
- Mediates disputes between homeowner and contractor

Required Knowledge, Skills, and Experience will include:

- 5 years of experience in construction or inspecting
- High School Diploma or GED equivalent
- Knowledge of the construction industry and codes
- Knowledge of existing structural architecture, building materials, and their limits, uses, and applications
- Knowledge of Inspection and observation techniques
- Good oral and written communication skills
- Ability to operate a computer and knowledge of Microsoft Office software
- Ability to climb ladders and work at heights greater than 10 feet in a variety of weather conditions
- Must possess a valid Virginia driver's license and acceptable driving record

Position is a 40 hour/week position with excellent benefits. Salary is commensurate with experience. To apply, please email resume to [mmcmillen@chpc2.org](mailto:mmcmillen@chpc2.org) or fax to 540-381-9494.

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