



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT ANNOUNCEMENT HOUSING SPECIALIST – STIMULUS GRANT

GENERAL:

The City of Kettering, Ohio is recruiting for a full-time professional **Housing Specialist** to work in its Planning & Development Department to oversee the construction process for purchase rehabilitation projects, as well as general home remodeling projects, in accordance with the terms of a federally funded Neighborhood Stabilization Program stimulus grant. The Housing Specialist is responsible for: coordinating and monitoring residential remodeling and other housing activities with contractors; ensuring that local, State and federal regulations and codes are met; developing specifications, cost estimates and scheduling for assigned projects; conducting code compliance housing inspections of owner-occupied and City-owned residential properties and making a record of any code violations; writing specifications in a room-by-room format for improvements required to meet code standards and to reduce any lead hazards; estimating the cost to correct any code violations in order to bring properties up to standards; making on-site visits and inspections to properties to ensure progress and compliance; maintaining records for each rehabilitation project; preparing required reports regarding contractors; and assisting the Department with other Citywide programs, as assigned. Works independently under the general supervision of the Community Development Manager.

REQUIREMENTS:

The ideal candidate will: possess a state of Ohio Lead Abatement Contractor's License; be a certified HERS rater, with the ability to conduct HERS inspections; and have a Property Maintenance Inspector Certificate and/or a Rehabilitation Specialist Certificate. This position requires technical skills in administration, planning, case management and the preparation of construction specifications and cost estimates. Applicants must have a knowledge of: building construction; residential building codes; construction financing; property maintenance codes; and Community Development Block Grant and HOME Regulations. Must have the ability to write specifications for needed improvements and to prepare accurate cost estimates for the same. Requires excellent written and oral communication skills, effective interpersonal skills and the ability to deal courteously with the general public, contractors, and City officials and staff. Must hold and maintain a valid Ohio Driver's License and have a good driving record.

COMPENSATION & BENEFITS:

This is a Full-time, federal grant funded, contractual employee position. The federal grant supporting this position is scheduled to expire at the end of December 2012. Pay range from \$21.86/hr. (\$45,469/year) - \$29.54/hr. (\$61,443/year); with entry rate depending on qualifications and experience. Excellent benefits.

TO APPLY:

Apply immediately by submitting a **Resume** and **Cover Letter** indicating interest and qualifications, 8 AM – 5 PM, Monday – Friday, to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Rd, Kettering, OH 45429. This recruitment is open until the position is filled. Additional Information about this position is also available at: www.ketteringoh.org

Equal Opportunity Employer

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