



# Redevelopment Authority of the City of Erie

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## Housing Rehabilitation Inspector

The Housing Rehabilitation Inspector will be responsible for working on RACE's housing programs by coordinating residential rehabilitation projects from initial intake through completion. This role involves evaluating property conditions, writing scopes of work and cost estimates, inspecting contractor performance, and ensuring projects meet quality, compliance, and funding requirements. The Inspector serves as a liaison between homeowners, contractors, and organization staff to ensure projects are delivered on time, within budget, and to an acceptable standard of quality.

In addition, the Inspector will assist in monitoring and coordinating needed services for blighted properties, vacant lots, and new development projects, supporting broader neighborhood stabilization and redevelopment efforts.

### **Duties & Responsibilities**

- Conduct inspections of residential housing to assess needs and recommend rehabilitation work.
- Develop and write detailed scopes of work and cost estimates using construction estimating software.
- Communicate effectively with clients, contractors, and staff to facilitate timely project completion.
- Maintain the Housing Rehabilitation database and provide required documentation for funding sources.
- Coordinate construction schedules with contractors and supporting inspections.
- Assist with preparing specifications and bid documents.
- Prepare bid packages for contractor use and schedule/coordinate contractor bid walkthroughs.
- Inspect contractor work for quality, accuracy, and compliance with approved scope.
- Prepare accurate written technical reports and quarterly production reports.
- Maintain regular, professional interaction with homeowners, contractors, and inspectors.
- Exercise diplomacy and professionalism when resolving occasional disputes among stakeholders.
- Conduct field assessments of blighted properties and vacant lots to document conditions and identify required stabilization, cleanup, or demolition actions.
- Assist in monitoring redevelopment and infill projects to ensure alignment with approved plans, timelines, and performance expectations.
- Coordinate with internal staff, contractors, and City departments (BSS, zoning, utilities) to advance properties from blight status to productive reuse.
- Track and report on the status of blighted and vacant properties within the RACE/ELB pipeline, including needed actions and progress benchmarks.
- Support pre-demolition activities, including securing structures, coordinating access, and facilitating public safety training use when applicable.
- Identify and escalate properties requiring immediate intervention due to safety hazards or significant deterioration.

- Assist in coordinating site preparation activities for new development, including lot clearing, grading, and utility readiness.
- Maintain documentation and photo records of property conditions before, during, and after intervention to support compliance and reporting.

### **Job Requirements and Working Conditions**

- Work will be performed in an office, Erie neighborhoods, and a construction site setting.
- Occasional evening meetings, deadline pressures, and variable workloads should be expected.
- Must be proficient with construction and project management methods, codes, and guidelines.
- Physical demands include sitting, climbing, use of tools/controls, reaching, and movement within office and construction site settings.
- Occasional lifting of up to 25 pounds.

### **Education & Experience Requirements**

- High school diploma or GED required; minimum 5 years residential or commercial construction experience. Supervisory experience a plus.
- Knowledge of:
  - Residential and commercial construction practices
  - Building and property maintenance codes
  - Construction contract administration
- Strong written and verbal communication skills.
- Ability to read and interpret construction drawings and technical specifications.
- Ability to interpret contracts, laws, and regulations.
- Analytical skills to assess complex problems and develop solutions.
- Proficiency with relevant computer applications.
- Valid driver's license
- Ability to obtain certifications within required timeframes:
  - **ICC Property Maintenance Inspector Certification** within 90 days of hire.
  - **Lead Abatement Supervisor Certification** within 12 months of hire.
  - **Lead Abatement Risk Assessor Certification** within 12 months of hire.

### **Additional Requirements**

- Must be able to travel throughout Erie County
- Mileage reimbursement provided.
- Attendance at conferences and training sessions is required as needed.