

NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION

JOB POSTING

REHABILITATION SPECIALIST

Organization Overview

Neighborhood Restore Housing Development Fund Corporation (“Neighborhood Restore”) and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development (“HPD”) on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create affordable homeownership opportunities for households of low- and moderate-income.

Responsibilities

- Conduct inspections of all assigned structures to determine suitability for rehabilitation and reconstruction and to prepare or review initial repair reports
- Conduct site visits with design team and assist project managers in reviewing and approving scope of work and plans created by engineers or architects
- Oversee and review the construction bidding process and ensure that pricing and negotiations are consistent with program guidelines
- Conduct site visits during construction to check site safety, and pace and quality of work in accordance with plans, contract and scope of work; Be aware and help resolve any deviations that arise during construction
- Review and approve construction requisitions and change orders
- Prepare periodic project reports as necessary and/or upon request
- Assist with the review of prospective homebuyer inspection reports regarding the rehabilitation of properties
- Review and assess warranty claims by homeowners in completed rehabilitated properties
- Assist in asset management of scatter site vacant buildings and/or lots throughout NYC
- Coordinate and prioritize a variety of diverse functions and activities

Qualifications

- Five years of experience in residential/commercial rehabilitation or related construction activities including two years in a responsible position requiring minimal supervision
- Four year degree in engineering, architecture, construction management or similar is preferable
- Knowledge of NYC codes, standards, zoning procedures and enforcement; contractual and architectural principles and procedures; building supplies, construction and material costs, and construction procedures; basic budgeting and accounting procedures; basic contract law and procedures; and construction financing procedures and practices
- Knowledge of green and sustainable building practices and materials i.e. LEED for Homes, ENERGY STAR, Enterprise Green Communities
- Ability to learn the specific rehabilitation process, particularly as it relates to procedures applicable to neighborhood revitalization and scatter site rehabilitation
- Ability to establish and maintain effective work relationships with architects, contractors, subcontractors, and program partners
- Ability to meet physical requirements to perform property inspections
- Work experience with the City of New York and familiarity with NYC neighborhoods
- Possession of a valid driver’s license and car

Please send your cover letter and resume to: humanresources@neighborhoodrestore.org

Neighborhood Restore HDFC is an Equal Opportunity Employer