

NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION
JOB POSTING

CONSTRUCTION AND RESILIENCY 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, Neighborhood Renewal 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.

Neighborhood Restore is seeking an experienced Construction and Resiliency Specialist.

Responsibilities

- Conduct inspections and prepare scopes of work associated with home repairs to be conducted through a city-sponsored program
- Conduct site visits of all assigned structures to determine rehabilitation needs and application of energy efficiency upgrades and resiliency measures
- Identify appropriate applications of program’s sustainability and resiliency standards
- Assist in the construction bidding process and ensure that repair items are consistent with program guidelines
- Conduct site visits during construction to verify site safety, quality of work, consistency with project scope of work, and timeliness of construction. Assist with the resolution of any deviations that arise during construction
- Review and approve construction requisitions and change orders in coordination with project managers
- Prepare periodic project reports as necessary and/or upon request by project managers
- Support program participants (i.e. homeowners) throughout the development of their scope of work and through completion of construction
- Review and assess warranty claims by homeowners in rehabilitated properties
- 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
- Familiarity with flood resiliency, energy efficiency, and related sustainable building standards and practices preferred
- Ability to learn program specific rehabilitation procedures
- 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

Salary Range:

\$110,000 - \$130,000. Salary consideration based upon education and experience.

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

Neighborhood Restore HDFC is an Equal Opportunity Employer