



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Owner-Occupied Repair Project Inspector Job Description

Title: Owner-Occupied Repair Project Inspector
Work Schedule: Full-time, 40 hours per week
Compensation: \$22-25 per hour, plus benefits

Under the supervision of the Owner-Occupied Repair Project Coordinator, the Owner-Occupied Repair Project Inspector will screen properties for necessary repairs, write up project specifications, inspect completed repairs, communicate deficiencies, and obtain client signatures on compliance documents.

SKILLS/QUALIFICATIONS

1. Three plus years of experience in construction
2. Valid driver's license and ability to be added to YNDC vehicle insurance
3. High level of organization and attention to detail
4. Ability to manage relationships with contractors, program clients, and neighborhood residents
5. Ability to follow systems, processes, and protocols to EXACT specifications
6. Experience using Adobe Reader and Microsoft Office: Excel and Word.
7. Ability to use Google functions, specifically Gmail, Calendar, Docs, and Sheets
8. Excellent written/oral communication skills and ability to utilize new technologies for communication
9. Ability to use camera to document inspections
10. Ability to proactively solve problems with sound judgment and intuition
11. Ability to work independently of and in collaboration with other staff of the organization
12. Ability to complete NSPIRE inspection training
13. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification

RESPONSIBILITIES

1. Screen owner-occupied homes for necessary repairs
2. Write up project specifications
3. Inspect completed repairs
4. Communicate deficiencies to YNDC team and contractors
5. Report regularly and maintain clear communication with the Owner-Occupied Repair Project Coordinator
6. All other tasks as assigned

To apply, please send cover letter and resume to tsokol@yndc.org

NO PHONE CALLS PLEASE.

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