

CITY OF EAST PROVIDENCE
PART TIME EMPLOYMENT OPPORTUNITY



Housing Rehabilitation Specialist

19 Hours per week - \$30.00 per hour (No Benefits)

POSITION DESCRIPTION:

The Community Development Division (CD) is seeking a part time Housing Rehabilitation Specialist to run the Home Improvement Program (HIP) that is limited to East Providence.

SKILLS, EDUCATION & EXPERIENCE REQUIRED:

This position involves, but is not limited to determining income eligibility, writing scopes of work based on home inspections, writing detailed work specifications, facilitate obtaining bids, and periodically inspecting work in progress and at substantial completion. Additional duties include filling out loan closing templates, managing the loan portfolio, maintaining client files with all project information from initial application to final payment, maintaining program records, and ensuring program compliance with all federal and state laws and regulations.

Candidates should have a competent working knowledge of the codes, regulations, and laws for RI State Building, Health, Safety, and Lead Paint Interim Compliance and Abatement, and have a valid driver's license. Candidates must interact well with the public and general contractors.

MINIMUM REQUIREMENTS:

The candidate will at a minimum be a High School graduate, well versed in all aspects and phases of minor to substantial residential renovation, and maintain a current R.I. Construction Supervisors License. Clear communication abilities, a working knowledge of Microsoft Office Word and Excel, and some analysis and writing skills are required.

This position would report directly to the CD Director. The work will be done during regular hours of 8:00 a.m. to 4:00 p.m. during weekdays. Work environment is a mix of office setting and home inspections. Compensation is \$30/hr. No benefits are provided.

EXAMINATION WEIGHT

Oral 100 %

Please apply one line at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than Wednesday, May 24, 2022

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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