

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Modernization Inspector

Supervisor: Modernization Coordinator

Effective Date: January 1, 2012

Position Summary

Under supervision of the Modernization Coordinator, provides oversight of construction. Works closely with contractors and conducts frequent on-site inspections to assure compliance with contract requirements. Assists with the relocation of residents and the preparation of vacated buildings for delivery to the contractor; also, assists with the verification of completion of contract requirements, and the return of completed buildings to occupancy. This may involve performance of simple maintenance tasks, housekeeping, carpentry, and handyman assignments. Performance of the duties requires knowledge of the design and operation of equipment and systems used in the construction, such as plumbing, heating, and electrical systems. Assists with the coordination of warranty work.

Major Duties and Responsibilities

1. Performs daily inspections to assure projects are moving on schedule per plans and specifications; communicates all findings to the Modernization Coordinator and the architect; develops cost estimates.
2. Reviews plans and specifications on proposed modernization work.
3. Maintains records and prepares reports and graphics indicating the percentages of work completed on various projects.
4. Fulfills HUD's requirements of interviewing employees of contractors and sub-contractors ascertaining their job description and pay rates to ensure equal pay for equal work.
5. Assists the Modernization Coordinator in preparing Comprehensive Physical Needs Assessment/Project Cost Estimate.
6. Monitors all construction progress for observance of contract requirements and timetable adherence.
7. Drives to and inspects units vacated for modernization.
8. Conducts follow-up inspections. Notes any deficiencies and reports to appropriate personnel.
9. Conducts turnover inspections with contractor on units to be modernized.
10. Coordinates changes to contract, materials, and field conditions with architect or engineer.

11. Supervises the collection of lead base paint and asbestos samples; maintains detailed reports on samples, their location, and results. Works closely with testing lab concerning sample designation and results.
12. Supervises construction on miscellaneous projects for the Authority.
13. Periodically inspects buildings and projects for preventive maintenance needs.
14. Solves minor problems on-site as needed.
15. Ensures safety codes, city codes, and Authority policies are met.
16. Performs other related duties as required.

Required Knowledge and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the operations, practices, and procedures of a Housing Modernization Program. Knowledge of current HUD funded modernization programs and activities such as CFP, or a demonstrated ability to gain such knowledge.
3. Knowledge of housing construction, modernization, and costing as well as standard operating procedures, policies and practices.
4. Knowledge of applicable building codes and housing standards; knowledge of the local health and fire regulations.
5. Knowledge of current trends and developments in the fields of building construction and modernization.
6. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
7. Ability to read plans, inspect grounds and dwellings, estimate costs, and evaluate quality of construction in accordance with prescribed specifications.
8. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
9. Ability to establish and maintain effective working relationships with co-workers, architects, engineers, contractors, consultants, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
10. Ability to work in less than ideal conditions, e.g. noise, heat, cold, wind, dirt, etc.
11. Ability to perform simple construction tasks and maintenance tasks. Ability to troubleshoot and repair plumbing, heating and electrical systems components.
12. Ability to make arithmetic computations using whole numbers, fractions and decimals.
13. Ability to compute rates, ratios and percentages.

14. Ability to calculate concrete.
15. Ability to make conversions on a scale.
16. Ability to demonstrate discretion when determining objectives and priorities.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires walking, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, stooping, kneeling, crouching or crawling and tasting or smelling and occasionally requires sitting, climbing or balancing, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Minimum Education, Training, and/or Experience

Graduation from an accredited associate's program in air conditioning or major appliance repair technology plus six or more years experience building construction or renovating; or any equivalent combination of education, training, and experience which provides the required knowledge and abilities.

Special Requirements

1. Possession of a valid driver's license.
2. Must be insurable under the Agency's fleet insurance carrier.