

Construction Specialist

Position Overview

The Affordable Housing Corporation of Lake County (AHC) is a nonprofit organization dedicated to increasing and preserving affordable housing opportunities throughout Lake County. Established in 1992, AHC helps individuals and families rent homes, buy homes, repair homes, and save homes from foreclosure. The primary responsibility of the Construction Specialist is support the Director of Real Estate Services to: (1) inspect units to determine code-compliance and rehabilitation needs, (2) manage construction of owner-occupied and vacant properties, and (3) assist with acquisition and resale of distressed properties.

Essential Characteristics

- A minimum of 5 years of experience working as a contractor on single family home rehabilitation or equivalent experience
- Proficient understanding of the codes and regulations that govern the rehab and redevelopment of single family properties, familiarity of the IRC and IPMC is a plus
- Strong interpersonal skills, including an ability to balance the concerns of customers, contractors, and funders
- Ability to work as a team member
- Familiarity with cost estimating
- Strong computer skills
- Possess a passion for AHC's mission
- Analytical and detailed-oriented, with unwavering follow-through

Duties

- Research and identify units for acquisition
- Inspect properties to determine if they meet all applicable codes
- Inspect properties and prepare work write up specifications with cost estimates
- Accept and research qualifications of prospective partner contractors
- Prepare bid packages and disseminate to approved contractors
- Evaluate bids
- Prepare contracts and change orders
- Schedule and conduct meetings with contractors and homeowners
- Manage logistics of acquired properties (utilities, appraisals, title, surveys, etc.)
- Conduct inspections and oversee general contractor throughout the rehab process
- Prepare correspondence and reports
- Serve as a liaison between municipalities, homeowner, and general contractor
- Prepare project budgets and cost reconciliations

Scheduling & Compensation

AHC's standard office hours are Monday through Friday 8:30am – 5:00pm. Competitive salary with excellent benefits. Starting salary range: \$57,500 - \$60,000.

To Apply

Send resume, cover letter, and salary requirements to ranthony@ahclc.org.