



JOB DESCRIPTION

Position Title	Department	Reports to
Project Manager/Inspector Grade: 6 \$63,000-\$70,200	Community and Economic Development	Director of CD/ED
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	6/2025

POSITION SUMMARY

This position is responsible for performing technical and advisory work in the administration of federal and state grant programs by working with city and county governments, owners, housing contractors, inspectors, and tenants of housing and the general public. Work is distinguished by providing professional inspection services to ensure that buildings constructed in the city requesting the services are in compliance with the Department of Housing and Urban Development Lead and Healthy Homes Programs and/or the adopted local building codes and other relevant laws and ordinances. This position often requires a moderate level of discretion where the potential impact of erroneous decisions or judgments are serious.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation(s).

- Assists in developing and improving housing through programs such as the HUD Lead Paint Program, Healthy Homes Program, Housing Trust Fund, and other rehabilitation programs.
- Completes lead and healthy home inspections and develops project proposals in cooperation with HUD, local, state and national public and private agencies and assists in project implementation.
- Develops construction specifications, bid packages, and awards construction bids according to local, state and federal program requirements.
- Reads and interprets all program regulations.
- Assists with environmental reviews for projects.
- Researches, drafts, and recommends policies and procedures for the department.
- Files oral and written reports and communicates with contractors, member cities, and the general public both orally and in writing.
- Maintains inspection records.
- Corresponds with community officials, regulatory agencies, property owners, renters, contractors, developers and others as needed.
- Assists in preparing project budgets and monitoring programs.
- Assists with grant writing including research and data collection, reading guidelines and developing grant proposals as needed, and coordinates with agency, local, state and federal staff in the development and implementation of plans, grants, programs, and projects.



- Keeps immediate supervisor informed on daily activities and staff informed on projects underway.
- Travels to member organizations and conferences as required. Both daytime and evening meetings required.
- Follows safe work practices and adheres to all adopted policies and procedures related to safety protocols.
- Demonstrates sensitivity, empathy, understanding and respect for all contacts and organization employees and leaders.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Keeps up to date on industry trends and maintains required training, licensure and/or certification(s).
- Performs related work as required.

QUALIFICATIONS

Completion of a bachelor's degree in environmental science, public administration, business administration, or construction management. Related degrees and experience may be considered.

LICENSE AND CERTIFICATION REQUIREMENTS

Lead Inspector/Risk Assessor and Lead Abatement Contractor Certification is required within six months of employment (on the job training provided).

Possession of a valid driver's license.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of housing regulations and HUD lead program.
- Knowledge of grant writing and grant administration.
- Ability to write reports and communicate orally and in writing.
- Ability to maintain effective working relationships with member communities, contractors, other agencies and the public.
- Ability to handle multiple tasks and priorities.
- Ability to maintain records and procedures.
- Ability to work independently and in a team environment.
- Ability to read, follow, and understand instructions, interpret data and analyze bids.
- Skill in using a personal computer, applicable software, and peripheral equipment to achieve tasks.
- Skill in providing information to the public, contractors, or others with a mutual interest in organization functions.
- Skill in handling more complex interactions related to organization operations and internal and external contacts requiring skill dealing with and influencing others.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.



While performing the daily duties of this job, the employee is frequently required to remain in a stationary position, move throughout the office, and attend meetings at offsite locations. Inspections require the employee to walk over varied outdoor terrain. The employee will speak and hear to communicate with coworkers, member communities, contractors, other agencies and the public. To utilize tools required of the position, the employee will use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus with exposure to video display terminals on a daily basis. The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl. The employee may frequently be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness, and humidity, dim or bright lights, dust, odors, noise, vibrations, toxic agents, smoke, electrical current, and heavy machinery. The employee must frequently lift and/or move up to fifty (50) pounds, and occasionally in excess of fifty (50) pounds.

EEO STATEMENT

THE EAST CENTRAL; INTERGOVERNMENTAL ASSOCIATION (ECIA) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The ECIA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.