

# ***MARTHA'S VINEYARD HOUSING REHABILITATION SPECIALIST OVERVIEW***

The Resource Inc. (TRI) seeks an independent contractor to work as a “Housing Rehabilitation Specialist providing housing rehabilitation services as detailed below for the moderate rehabilitation of preexisting single-family DWELLINGS and/or multi-unit, rental housing owned by low, moderate income, year-round residents on Martha's Vineyard.

The Housing Rehabilitation Specialist will be an independent contractor who will work in conjunction with TRI staff who manages these housing rehab projects. The Rehabilitation Specialist will be responsible for the creation of a Massachusetts building code specific “Work Write UP” that will be based upon the Rehabilitation Specialist performing a HUD Home Inspection as well as review of any lead reports provided to specialist from a licensed lead inspector for any home built before 1978 as per HUD guidelines. The Rehabilitation Specialist will be expected to attend contractor bid visits for each project as well as inspections for payment and workmanship on each project.

The successful candidate will work with and will receive support from TRI staff and administration. The successful respondent will provide timely, thorough reporting to his/her assigned program manager. Respondents’ qualifications should clearly evidence the ability to successfully complete scope of services and support the goals of the TRI’s housing rehab program, as outlined in the job description

Schedule for fees to be paid to the successful respondent selected:

\$1500.00 per unit for units located on Martha's Vineyard.

The successful respondent must also be available upon request for any additional inspections, consultations, or meetings as requested by TRI. These inspections shall be compensated at the rate of \$125.00 per consult.

All expenses associated with completion of contracted housing rehabs unit are the responsibility of subcontracted rehab specialist/firm.

## ***Rehabilitation Specialist***

### ***JOB DESCRIPTION***

The successful respondent will present a narrative and resume of relevant experience that will lead to the successful completion of the following goals and scope of services:

- Conduct initial property inspection to document Massachusetts building and sanitary code violations as well as any other substandard or deficient conditions. Take pictures or video to document findings.
- Submit initial completed HUD inspection (including accurate reference to applicable MA building codes) form to indicate health and safety code violations and the nature of the needed repair within seven (7) business days of project issuance by TRI-Program Manager unless otherwise agreed upon with Tri-Program Manager.
- Prepare work specifications (ie: scope of services also known as “Work Write Up”) for rehab project based upon inspection report, incorporating therein any lead/asbestos remediation required as per licensed lead inspector reports to be provided to Rehab Specialist by Program manager for any home built prior to 1978.
- Attention within five business days to any changes that may be required to work write up after homeowner and Program Manger review.
- Development of Cost estimate and bid sheet based upon Work Write Up specifications
- Attendance at and conduction of “contractor site visit” for bidding purposes. Be available for pre-construction questions during and after bid visit prior to bid due date.
- Submit revisions if any to work write-ups or addenda if any issued at contractor site visit no later than 3 business days following said contractor site visit
- Attend and supervise a minimum of two construction site visits for each assigned project. Document and submit inspection reports and pictures for each visit within two days of inspection.
- Review contractors request for payments, modify if needed, based upon inspection or inspection pictures. Make recommendation to Program staff as to whether payment should be issued.
- Complete final inspection within 5 business days of verbal or written notification from TRI staff and or contractor, prepare and distribute within two days of final inspection punch list if necessary to Program Manager and Contractor or provide written release of project documenting completion of job.
- Selected consultant will maintain good communications with supervising TRI program manager, homeowners, and contractors.
- Selected consultant will provide clear legible records to the program to document the above services
- Selected consultant shall provide updates to Program staff via written and or oral reports as requested
- Selected consultant will maintain adequate coverage to respond in a timely manner to Program staff needs as it comes to projects.
- Selected consultant or qualified staff member shall be available on specific days as agreed upon at time of hiring. Days maybe changed if both parties agree.

# ***RANDOLPH REHABILITATION SPECIALIST QUALIFICATIONS***

- High School graduate or equivalent
- Valid Commonwealth of Massachusetts Construction Supervisors License
- Working knowledge of Commonwealth of Massachusetts building, health, safety and lead hazard codes
- Working knowledge of building construction methods, building materials, zoning and housing/building codes, knowledge of computing estimates and ability to prepare work specifications in easily understood written form for bidding purposes
- Experience preferred in working for federally funded housing rehabilitation program for 1–4-unit residential structures ***but not required***. Experience with HUD funded Community Development Block Grant funds a plus
- Prefer experience in construction management
- Valid Driver’s license and vehicle required
- Meet all MA licensing requirements for building contractor or construction specialist.
- Own liability insurance required or ability to get liability Insurance
- Proficient computer skills or access to someone with proficient computer skills. Working knowledge of Dropbox helpful but not required