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 E-Mail: jobs@cambridge-housing.org
 Web: www.cambridge-housing.org

To:	All Interested Individuals
From:	Human Resources Department
Date:	November 24, 2015
Re:	Construction Inspector

JOB POSTING

CONSTRUCTION INSPECTOR

Cambridge Housing Authority is seeking motivated candidates for the position of Construction Inspector in its Planning and Development Department. This is an entry level "training" position for a motivated individual with an aptitude for construction. The primary responsibility will be to inspect and monitor construction / renovation activities at Cambridge Housing Authority sites. The ability to organize and process a large volume of paperwork and reports will be necessary. Good communication and math skills are necessary. A college degree is preferred. Experience in the trades or building construction will be very helpful.

CHA offers a competitive benefits program including health insurance through the Group Insurance Commission, FSA's, Blue Cross Blue Shield dental insurance, the State Retirement System, additional voluntary benefits, and MBTA Corporate T-Pass Program.

Pay Grade/Salary:	Pay Grade: 7 Salary: \$23.89/hr.
Application Deadline:	December 8, 2015
Please send cover letter and resume to:	jobs@cambridge-housing.org
Resumes may also be dropped off in-person or mailed to:	CHA Central Office 362 Green Street, 3 rd floor Cambridge, MA 02139
Emails should reference position title in subject line. Resume and cover letter must be an attachment and not included in body of email. It is the policy of Cambridge Housing Authority to give preference in employment to Section 3 eligible individuals. Cambridge Housing Authority is an equal opportunity affirmative action employer. Minorities, handicapped and others are encouraged to apply.	

POSITION TITLE:	CONSTRUCTION INSPECTOR
DEPARTMENT:	PLANNING & DEVELOPMENT
GRADE	7
REPORTS TO:	DEPUTY DIRECTOR PLANNING & DEVELOPMENT
FLSA STATUS:	NON-EXEMPT
UNION:	TEAMSTERS LOCAL 122
DEPT. APPROVED:	8/14/2014
HR APPROVED:	8/14/2014

SUMMARY

The primary purpose of this position is to inspect the workmanship and materials in building construction, including additions, alterations or repairs under the purview of the Cambridge Housing Authority's ("CHA" or "Authority") Planning and Development department.

All activities must support the Cambridge Housing Authority's ("CHA" or "Authority") strategic goals and objectives and produce results that accomplish the goals of the Housing Management department.

QUALIFICATIONS

High School Diploma and a minimum two years of experience as a construction inspector required. A valid MA driver's license must be obtained within one month of employment. An equivalent combination of education and experience may be considered.

TECHNICAL SKILLS

To perform this job successfully, an individual should have strong computer skills (MS Word, MS Excel, MS Access, and MS Outlook). Ability to learn other computer software programs may be required by assigned tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements below describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Inspects progress of building construction, additions, alterations, or repairs; consults with appropriate field personnel, project managers, construction staff or contractors to suggest or advise on the acceptability of deficiencies or to suggest corrections to bring the item in compliance with the Authority's accepted standards
- Studies construction plans, specifications and shop drawings to ensure that construction proceeds as planned; inspects all materials and equipment delivered and methods of installation to ensure that they meet the Authority's specifications and all applicable construction codes
- Tests, or witnesses the testing of, the functioning of all components within the dwelling unit, including, but not limited to, the electrical system (including outlets, the plumbing, and HVAC) as well as all safety systems (including fire alarms, emergency lighting and emergency generators)

- Provides opinions to CHA staff to help resolve conflicts, deviations or inconsistencies in interpretation of planned activities, methods or materials
- Meets with CHA Staff and Architectural consultants to present findings, explain the significance of conclusions, justify recommendations, and answer questions regarding construction inspections
- Conducts detailed analyses of complex problems, keeping supervisors informed of dispositions in each situation
- Participates in the coordination of special projects designed to inform interested parties of construction program policies and procedures
- Prepares, in a timely manner, correspondence, technical and status reports, etc. to keep management informed of the progress of work efforts
- Monitors payroll and EEO requirements and submittals; processes and organizes all paperwork at completion of jobs as assigned
- Performs other related duties as assigned

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

BEHAVIORAL COMPETENCIES

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

JOB COMPETENCIES

- Knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned area of responsibility in the CHA
- Extensive knowledge of all applicable federal and municipal building, construction and property maintenance laws, regulations, and codes as well as Authority and departmental policies and procedures
- Knowledge of inspection practices, methods and techniques to ensure the adequacy of construction projects, including the construction, repair and/or installation of HVAC, electrical, plumbing and other mechanical systems
- Knowledge of safety practices in the construction industry
- Ability to understand and interpret engineering plans and specifications
- Strong language and communication skills
- Strong analytic and problem solving skills

PHYSICAL DEMANDS

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 functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works primarily in the field and at times in a normal office environment. In the course of field activities, the employee may be exposed to weather, field hazards (i.e. structures in disrepair, pets), violations of public health and moving mechanical parts and/or machinery. The noise level in the work environment is moderate.

TDD 1-800-545-1833, x 112
(Telecommunications devices for the deaf)