

PART-TIME CONSTRUCTION INSPECTOR

PARTNER, a 501 © 3 not for profit affiliate of the Housing Authority of the City of Perth Amboy is seeking qualified individuals to fill the position of part-time construction inspector. The duties include acting as the organization's representative in regards to all construction related activities, inspections of the Agency's sites and on-going work, working with the Procurement Department on public bids, coordinating with the architect/engineers on various construction jobs, etc. A full description of the services to be included in the job description are available upon request or on PARTNER's website @ www.partnernj.org. Qualifications include the ability to communicate and maintain working relationships with superiors, co-workers, subordinates, clients, vendors, residents and members of the public. Also must have an understanding of federal, state and local building codes. Requirements include a valid driver's license and ownership of a registered and insured vehicle. Successful applicant must pass a pre-employment physical examination to include drug screening. Fluency in English and Spanish preferred but not required. All interested parties should submit a resume to PARTNER 881 Amboy Avenue PO Box 390, Perth Amboy, NJ 08862 by 4:00pm November 7th, 2018. Please mark all envelopes with the notation "Part-time Construction inspector" Resumes can also be emailed to ddzema@perthamboyha.org.

CONSTRUCTION INSPECTOR

PARTNER will accept resumes for a part-time construction inspector. All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the US State Department of Housing and Urban Development (HUD).

The Services that are being requested will be as follows:

1. Coordinate with the A/E of record on construction activities in regard to A/E inspections, and evaluate A/E performance.
2. Participate in pre-bid conferences to minimize misunderstandings on part of potential bidders regarding quality and administrative issues.
3. Hold pre-construction conferences with successful contractors to establish effective working relationship and explain importance of timing, safety, methods of payment, meeting schedules, etc.
4. Conduct frequent inspections on site of on-going work. Compare work to plans, specifications, and A/E directives.
5. Conduct/participate in job meetings as the Housing Authority's representative as appropriate.
6. Review change orders requests, and advise Executive Director and Board regarding need and appropriateness.
7. Work with A/E on evaluation of requisitions and make recommendations to Board.
8. Prepare written reports on inspections, meetings, etc., and maintain adequate documentation and files to protect the Authority's interests.
9. Perform apartment turnover and/or other similar quality control inspections.
10. Negotiate costs with contractors/vendors.
11. Attend and/or make a presentation to Board meetings as required.
12. Work with the Authority's Procurement Department in the scoping, advertising, and soliciting Public bids and RFP's and RFQ's.
13. Work with other Housing Authority's within Authority's jurisdiction to perform all the above activities.
14. Create own budgets and work with other budgets.

QUALIFICATIONS

1. Must have interpersonal skills needed to promote cooperation with employees, and to establish and maintain effective working relationships with superiors, co-workers, subordinates, clients, vendors and other members of the public.
2. Ability to identify problems and provide suitable alternatives and solutions to solve them.
3. Ability to analyze and evaluate pertinent data and prepare clear, accurate and informative reports with sound conclusions and recommendations.
4. Knowledge of personal computers and use of basic programs such as word processing, spreadsheets, and databases.
5. Ability to organize, prioritize, and manage a large workload.
6. Valid driver's license and ownership of registered and insured automobile.
7. Must pass a pre-employment physical examination to include a drug screening.
8. Ability to perform fieldwork required of the position.
9. People with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause undue hardship on the employer, such persons may not be eligible.
10. Fluency in English and Spanish preferred but not required.