



Rehab Specialist- Position Description

The Virginia Beach Community Development Corporation (VBCDC) is a nonprofit housing development corporation operating in the City of Virginia Beach. Our mission is to provide affordable housing opportunities for low and moderate income families in the City of Virginia Beach.

We are currently seeking a Rehab Specialist to oversee special rehab projects and all property inspections.

Job Duties:

- Organizes, and coordinates rehabilitation activities for the Virginia Beach Community Development Corporation as directed by supervisor.
- Prepares funding applications for construction loan and permanent financing for VBCDC projects.
- Inspects grounds, shops, offices, single family and multifamily properties, vacant and occupied units for needed maintenance and repairs.
- Prepares purchase orders, rehabilitation contracts and notices to proceed and coordinates contractor work.
- Approves payments to contractors and vendors.
- Prepares and presents reports as needed to HUD, the City of Virginia Beach and other groups/individuals.
- Coordinates annual property inspections with City of Virginia Beach Code inspectors.
- Represents the VBCDC in meetings with HUD representatives, federal, state, and local officials, consultants, residents, and the general public.
- Fills-in for Operations Department Administrative Assistant when needed.
- Performs other related duties as required.

Required Knowledge and Abilities

- Demonstrated knowledge of Property Management and/or knowledge of established procedures and processes relative to housing agencies.
- Knowledge of office terminology, procedures and equipment.
- Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
- Knowledge of federal, state and local laws, standards, and regulations applicable to affordable housing such as HOME, CDBG, LIHTC, VRLTA.
- Knowledge of federal, state and local regulations governing subsidized housing programs including health and fire regulations, landlord/tenant regulations, leasing of property, and evictions.
- Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, and other documents.
- Ability to inspect work and authorize payment of hired contractors.
- Ability to establish and maintain effective working relationships with co-workers, residents, contractors, and the general public
- Ability to communicate both orally and in writing in English.
- Ability to operate a personal computer for use in preparing cost estimates, specifications and reports.
- Ability to develop rehabilitation and/or construction schedules and procedures and monitor projects.
- Ability to maintain accurate, complete and organized files.

- Ability to work within budget constraints and monitor expenditures throughout the program year.

Additional Requirements

- Ability to understand and follow complex oral and written directions.
- Ability to maintain effective working relationships with other employees and the general public.
- Ability to work well under pressure.
- Ability to inspect properties for code violations and other property improvement needs.

Minimum, Education, Training and/or Experience

High School Diploma or equivalent plus three years experience in fields providing the knowledge, skills and abilities listed above or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Bachelor degree is a plus.

Special Requirements

- Possession of a valid Commonwealth of Virginia driver's license and an automobile for job related trips.
- Must be bondable.
- Must pass a criminal background check.