



Rehab Specialist

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.

The Rehab Specialist position is responsible for the inspection and rehabilitation process of our properties. VBCDC offers a generous benefits package which includes health, vision and dental insurance, life insurance, LTD, vacation, personal, sick leave, and paid holidays, 403 (b) participation, training, and professional development.

Essential Duties and Responsibilities:

- Inspects units and note deficiencies and degrees of deterioration to determine feasibility of rehabilitation.
- Prepares detailed written specifications and cost estimates for rehabilitation projects and repairs.
- Maintains liaison with renters and contractors during rehabilitation to ensure contract compliance with specifications.
- Negotiates contract costs and processes change orders to ensure proper cost are in line with budget.
- Prepares purchase orders, rehabilitation contracts, notices to proceed and coordinates contractor work.
- Approves payments to contractors and vendors.
- Conducts property inspections with City Code inspectors and coordinates repairs.
- Performs other project or asset management duties as assigned.

Qualifications:

- Minimum 3+ years' construction, apartment maintenance or handyman experience.
- Proficient in Microsoft Office and able to learn and utilize new software programs to perform job efficiently.
- knowledge building codes and minimum housing codes.
- Knowledge of building construction methods, materials and building design.
- Ability to write specifications and detailed cost estimates of labor and materials for rehabilitation projects.
- Ability to write reports clearly and concisely.
- Ability to communicate effectively and courteously with the renters, contractors, and co-workers.
- Ability to read and interpret building codes, building plans and specifications.
- Ability to work effectively as a team member and strive for customer satisfaction.
- Ability to maintain well documented files in a professional manner.
- Ability to manage time and set priorities.
- Must have a valid Driver's License, acceptable driving record, and reliable transportation to get to work.

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move heavy items. **The partner must have a valid driver's license with acceptable driving record, own a reliable car or truck which can be used for travel during the workday and carry acceptable level of auto liability insurance (\$100,000/\$300,000 each person/occurrence).**

We are a DRUG FREE WORKPLACE. Section 3 applicants are encouraged to apply. Recruiting will continue until the position is filled.

Job Type: Full-time
Work hours: 8:00 am to 5:00 pm
Pay: Dependent upon Experience