

ECONOMIC SECURITY CORPORATION JOB DESCRIPTION

Job Title: Construction Auditor
Department: Home Repair
Reports To: Home Repair Director
FLSA Status: Non-Exempt
Revision Date: July 22, 2015
Job Classification: Grade 7

SUMMARY

The Construction Auditor is responsible for accurately compiling statistics on homes that receive any type of construction services such as rehabilitation work or new construction. The Construction Auditor prepares work orders for the construction team or contractors on agency property, buildings or rehabilitation projects. The Construction Auditor is responsible for the routine on-site construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Schedules inspections at appropriate time and places.
2. Makes initial home visits and conducts an inspection noting all work that will be required to bring the home in compliance with all applicable building requirements.
3. Gathers information for environmental reviews (i.e. specialized topographical maps).
4. Discusses Home Repair Program guidelines and rehabilitation plan with the participant prior to rehabilitation process.
5. Collects data information for the Home Repair Program which includes outcome data and inputs data into appropriate computer worksheets.
6. Monitors field operations, including work quality to ensure compliance with program standards.
7. Organizes all production factors, such as maintenance, labor, and transportation.
8. Purchases and schedules delivery of materials at the job sites. Maintains material and tool inventories.
9. Prepares work orders for the construction team, including estimations of material needed to accomplish the work outlines.
10. Indicates in writing special instructions and measurements, and notes variations from program standards.
11. Organizes all projects (including work orders), which include subcontractors and the construction crew following the agency's procurement policies and procedures.

SUPERVISOR RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and five years construction experience, including 3 years of carpentry; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively with a wide variety of people.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to perform moderately complex paperwork.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to improvise quickly and effectively; can make decisions and solve on-the-job problems.

COMPUTER SKILLS

Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Must be able to handle multiple tasks simultaneously.

OTHER SKILLS AND ABILITIES

Proven knowledge of general carpentry and home repair, as well as safety practices relating to carpentry and home repair work. Must have training in lead safe work practices. Proficient in personal computers, including proficiency in software applications such as Microsoft Word and Excel.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and meet Missouri automobile liability minimum requirements.

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 establish individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; climb up to 40 feet or balance; and stoop, kneel, crouch, or crawl in confined areas. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places; fumes or airborne particles, extreme cold; and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually loud.

Employee Signature

Date

Employee Name