



# BRPC

Berkshire Regional Planning Commission

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## Employment Opportunity

### **Housing Rehabilitation Specialist**

Berkshire Regional Planning Commission (BRPC) has an immediate part time, unbenefited position opening for a highly responsible individual to serve as Housing Rehabilitation Specialist in the Community Development Block Grant Program. BRPC is a public entity that provides a wide range of planning services to the 32 municipalities in Berkshire County.

The Housing Rehabilitation Specialist (HRS) is a professional, off-site position that supports the operations of the Community Development Block Grant (CDBG) program in numerous communities throughout Berkshire County. The HRS serves as part of the CDBG program staff that provides services to low and moderate-income homeowners seeking assistance in correcting code violations and deferred maintenance conditions in the home.

The selected individual or firm will assist the CDBG team in various aspects of the program. Duties include reviewing income eligible applications from homeowners; initial inspections of proposed projects; preparing work write-ups and cost estimates for public bidding, consistent with the CDBG program, Massachusetts State Sanitary Code and Building Code, and other pertinent federal, state, and local regulations, and will also monitor on-site construction, participate in the review and approval of contractor invoices, and assist in close-out of the project.

This position requires the use of a personal vehicle for travel. Mileage is reimbursed at the current IRS rate. The individual serving in this position must be capable of working in a high-profile public agency.

The Housing Rehabilitation Specialist position requires a minimum of a bachelor's degree in construction management or other related area, and/or education and training as may be expected of a Massachusetts Building Inspector or licensed Home Improvement Contractor, or any other equivalent combination of education, experience, and training, which provides the required knowledge, skills, and abilities to perform the essential functions of the position. Ten years or more of directly related experience is required. Experience with interpreting and applying local, state, and federal regulations is required. Previous experience in a municipality, non-profit organization or consulting firm environment is highly desirable.

The successful candidate must be proficient with Microsoft Word, Microsoft Windows, Excel and the internet. The candidate must possess proficiency and confidence in written and oral communication skills, as well as the ability to work directly with homeowners and contractors. Also, required are strong organizational, recordkeeping,

and time management skills.

The hiring range for this position is \$33.85 to 40.73 per hour, not to exceed 17.5 hours per week. This is an unbenefited position.

Submit the following items to [officeassistant@berkshireplanning.org](mailto:officeassistant@berkshireplanning.org) by email only: resume and copies of any special licenses related to the position. Please include the phrase '**Housing Rehabilitation Specialist**' in the subject line of your email. No telephone calls. Position available immediately and open until filled. EOE/Smoke-and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201. Only serious applicants should apply.