



**Job Title:** Property Inspector

**Job Summary:**

The Buffalo Erie Niagara Land Improvement Corporation (“The Land Bank”) seeks applications for a property inspector and maintenance specialist. The Land Bank’s mission is to redevelop and restore distressed, vacant and abandoned real property to productive use throughout Erie County. Please review [www.benlic.org](http://www.benlic.org) for more information on the Land Bank, its operations, and its mission. The Property Inspector will report to the Executive Director. We are seeking an energetic team-member who possesses a broad range of skills in the areas of construction and property maintenance, with the willingness to address critical problems as they arise, and enthusiasm for the Land Bank’s public purpose. The Land Bank currently owns 19 single- and two-family homes in various stages of rehabilitation and projects future growth.

**Responsibilities:**

The Property Inspector will function as the primary staff member for property inspections; property rehabilitation specification, including cost estimation; and minor property preservation and maintenance duties:

- Develop small residential rehabilitation work scopes;
- Make field inspections of in-process and completed work of contractors engaged by the Land Bank. Report, comment, and process contractor’s requests for payment;
- Inspect to insure building meets standards established by NYS and local municipal building and zoning codes and ordinances;
- Inspect to insure that work is performed in accordance with applicable laws and codes and in compliance with contract plans and specifications including the proper use of materials;
- Develop and maintain a functional understanding of Land Bank procurement policy and procedure, including maintaining an understanding of standard construction contract terms and conditions, contract award protocols, and bid procedures;
- Perform periodic inspections of Land Bank-owned properties including regular photographing and uploading of images;
- Perform routine maintenance of unoccupied properties including:
  - coordination with utility companies and contractors to restore electrical, water, gas and septic services
  - basic securitization (basic repairs, lock changes, lock box installs, boarding) and basic plumbing, electrical, HVAC <sup>1</sup> and other minor repairs as needed.;
- Maintain professional relationship with existing Land Bank contractors, encourage qualified new contractors to participate by providing bids and quotes for work;
- Drives to and from work sites;

<sup>1</sup> Work requiring permits will be contracted out.

- Other duties, as assigned.

### **Qualifications:**

Interested applicants should be certified in the NYS Uniform Fire Prevention and Building Code (**Basic Code Enforcement Training Certificate** issued by NYS) and possess:

1. A minimum of five years of full-time experience performing one or a combination of the following:
  - a) As agent in charge of the maintenance and repair of multiple dwellings for a real estate management organization (e.g. property maintenance or property preservation field); or
  - b) As a journeyman/ journeywoman (i.e. fully-trained, knowledgeable, experienced, proficient, and competent) in at least one of the following trades: masonry, carpentry, plumbing, plastering or ironwork; or
  - c) Performing field inspections requiring the gathering and reporting of data concerning the physical aspects of housing or of building construction or renovation; or
2. At least three years of experience as described in “1” above, plus sufficient education in a college or technical school in the trades listed in “1(a)” above, or education towards a baccalaureate degree from a college or university in engineering, architecture, engineering technology, construction, construction management, construction technology, or architectural technology to make up the remaining equivalent of the required total of five years of experience, on the basis that one year of acceptable experience will be credited for each 30 semester credits of relevant education; or
3. A baccalaureate degree from a college or university, in engineering, architecture, engineering technology, architectural technology, construction, construction management, or construction technology; or
4. Any baccalaureate degree from a college or university and one year of experience as described in “1” above.

The technical school, college or university, must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S/ Secretary of Education and by the Council for Higher Education Accreditation.

Additionally applicants should:

- Possess a thorough knowledge of methods and materials used in residential building construction and rehabilitation including knowledge of fundamental principles of general construction work;
- Possess ability to interpret building plans and specifications to determine compliance;
- Be able to maintain records of inspections;
- Be proficient with computer, smartphone, email, and digital camera;
- Must be willing to work under adverse conditions: weather, high crime areas, confrontational residents, etc.;
- Must be willing to use own smartphone;
- Must be willing to use own vehicle and tools;
- Possess excellent written and verbal communication skills;
- Demonstrate attention to detail and comfort understanding and explaining complex processes. You will need to quickly learn about the Land Bank’s operations and communicate a broad range of information to contractors and others in a clear and concise manner;
- Represent the Land Bank with a high degree of professionalism and capacity to represent the organization to the public, calmly address complaints;
- Employ good judgment;

- Display a strong work-ethic and interest in the organization’s mission;
- Be willing to learn new skills and assume additional responsibilities;
- Be available to work a flexible schedule to include nights and weekends if emergencies arise;
- Must reside in or be willing to move to Erie County;

### **Conditions of Employment**

Applicant must have a valid NYS motor vehicle driver license, the license must be maintained for the duration of employment. Vehicle must be reliable for use in job’s responsibilities. Must be able to lift 80 pounds. Must be able to climb stairs, and to walk, stand, stoop, reach and have good hand, foot and eye coordination. Must have manual dexterity to be able to read and write. Employee may need to be outside in extremely cold, hot or wet weather. Employee must work well independently.

**Evaluation Process:** All of the information you provide will be verified by a review of the work experience and education as shown on your application forms, by checking references or through other means, such as the interview process. This verification could occur at any stage of the application process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible.

**How to Apply:** To apply for this position, you must provide a complete Application Package which includes:

1. Resume
2. Cover Letter – 500 words or less summary
3. Two Professional References
4. Salary Requirements

Email all items to [a.carducci@benlic.org](mailto:a.carducci@benlic.org) with subject line “Job Application – Property Inspector”. The Land Bank is accepting applications until the position is filled.

### **Compensation and Benefits:**

Salary: DOE

- Mileage Allowance

### **Land Bank Contact Info:**

Alex Carducci, Program Coordinator

[a.carducci@benlic.org](mailto:a.carducci@benlic.org) (716)243-3996 ext. 102

**DEADLINE:**

**10/10/2017 @ 5:00 p.m. EST.**

**START DATE:**

**11/01/2017**