



191 North Street, Suite 1, Buffalo, NY 14201
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www.hocn.org | info@hocn.org

Title: Home Rehabilitation Specialist

Position Type: Full-time

Salary Range: \$40,000-\$50,000 with health benefits and retirement

Position Overview

Home Rehabilitation Specialist will provide assistance to property owners in determining housing rehabilitation needs, estimating costs, preparing bid specification documents, reviewing bids, selecting contractors, and monitoring construction. Home Rehabilitation Specialist must maintain professional, courteous relationships with clients we serve, both homeowners and tenants.

Home Rehabilitation Specialist reports to Heart of the City Neighborhoods, Inc.'s (HOCN) Executive Director. Works under the guidance of the Director of Housing & Community Development and in compliance with applicable federal, state and city laws, rules and regulations.

This position will be shared with Broadway Fillmore Neighborhood Housing Services (BFNHS) for two years. Part-time, 20 hours per week will be spent performing the same job duties under the guidance of their Executive Director and Construction Analyst.

Essential Functions

- Performs initial inspection and evaluation of residential properties and advises owners and HOCN and BFNHS programs staff on housing rehabilitation needs that fits under available program guidelines.
- Prepares scope of work, cost estimates, and detailed rehab specifications for single and multi-family residential projects.
- Monitors construction to ensure contractors are completing all work to specifications and city code.
- Prepares detailed forms and reports to track construction progress.
- Performs regular inspections of rehabilitation work and authorizes release of payments to contractors. Reviews change order requests.
- Acts as a liaison for the homeowner and arbitrates any disagreements between property owners and contractors.
- Works with local building inspectors to ensure that work meets local code requirements.
- Works closely with property owners to obtain bids from contractors, select acceptable contractors, and ensure work is being completed to owners needs.

- Works with Director of Housing & Community Development to develop and implement goals and timelines to meet program funder requirements.
- Perform other related duties, as requested by Executive Director.

Qualifications and Required Skills

- Working knowledge and experience of building construction and rehabilitation techniques and general contracting and construction project management.
- Knowledge of home inspection standards and practices, City of Buffalo, Erie County, and NYS building codes.
- Knowledge of HUD Housing Quality Standards a plus.
- Valid NYS Driver's License.
- Communication skills for interacting with clients, co-workers, contractors, and Inspectors.
- Written skills for preparing detailed reports.
- Physical ability to perform required duties, including to climb ladders and access attics and crawl spaces in residential homes for inspections purposes, as required.

TO APPLY: Please submit a resume and cover letter to Stephanie Simeon, Executive Director of Heart of the City Neighborhoods, Inc., by email to info@hocn.org.

Our mission and organization

Heart of the City Neighborhoods, Inc. (HOCN) is a 501(c)3 not-for-profit Community Development Corporation created to develop sustainable projects to support Buffalo's core communities. Working together with residents and neighborhood organizations, local leaders, financial institutions, equal employer details and real estate professionals, HOCN works towards stabilizing and creating integrated, mixed income neighborhoods where individuals and families of all incomes will have a better quality of life and take pride in their property, their street, and their community. With over 20 years of working directly with homeowners and small businesses, HOCN has a strong community connection within Buffalo.

HOCN is an Equal Opportunity Employer. HOCN does not discriminate on the basis of race, religion, color, sex, gender identity, (including pregnancy, childbirth, or related medical conditions) sexual orientation, age, gender expression non-disqualifying physical or mental disability, national origin, veteran status or any other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.