

Job Title: Housing Rehab Grant Inspector- Third-party Consultant

Department: Strategic Planning

Supervisor: Grants Manager

Approval Date: June 12, 2024

Pay Range: \$25-30 per hour

Schedule as needed: Monday- Friday; 8 am-6 pm

To apply: email grants@wellingtonfl.gov

Once projects are approved the inspector will be notified to schedule the inspections with the property owner. Typically 30 projects are completed in each grant cycle.

The duties of the Housing Rehab Inspector include the following:

Import construction and product specifications into the Housing Developer Pro software provided by Wellington which reflects local building codes and product standards.

The inspector will coordinate with the homeowners identified by Wellington grants staff to complete no less than one (1) on-site inspection of each residence identified for rehabilitation to determine the scope of work to be addressed through Wellington's Housing Rehabilitation programs.

Prepare a scope of work, bid specifications, and cost estimates using Housing Developer Pro software provided by Wellington.

Complete on-site inspections, preparation of bid specifications, the scope of work and cost estimates within 30 business days following receipt of written request from Wellington.

The scope of work may include but is not limited to window replacement, heating, ventilation, and air conditioning system repair/replacements, electrical system repairs/replacements: and plumbing system repairs/replacements, installation of ramps, handrails, and grab bars to improve accessibility, and widening of exterior and interior doorways; repair/replacements of interior and exterior doors, roof system repair/replacement and repair/installation of gutters and downspouts. Work to be addressed in the scope of work shall only be those items identified as eligible in Wellington's Rehabilitation Program and Policies.