



CONSTRUCTION SPECIALIST

If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need. ACDS oversees and manages the expenditure of Residential Construction, Rehabilitation, Energy Efficiency Programs and Rental Properties for Anne Arundel County.

Summary

ACDS is seeking a Construction Specialist whose responsibilities includes assisting in the planning and development of projects, activities, and programs that meet the housing and community development needs of the community. Under the Property Rehabilitation and Rental Program the Construction Specialist is responsible for conducting building and site inspections to evaluate existing conditions of residential and commercial buildings and sites, identifying building, life safety and zoning code violations, monitor compliance with local, federal and state regulations, identifying the existence of environmental hazards, determining the potential for property rehabilitation or reconstruction, and administering the construction process. The position offers tremendous opportunity for professional growth in the housing and community development field.

Job Description

General responsibilities include providing overall construction administrative duties, preparing construction contract documents, overseeing construction projects and repair and maintenance activities. Specific responsibilities include recordkeeping and documentation; overseeing contractor procurement through competitive public bidding process; conducting housing quality standards inspections; field oversights and inspections and preparation of project budgets and cost estimates.

Qualifications

The Construction Specialist position requires a Bachelor's Degree in a closely related field, three years of residential construction experience; training and experience which provides the necessary knowledge, skills and abilities. Successful candidates will have demonstrated

knowledge of managing residential rehabilitation activities. Strong interpersonal, writing and record keeping skills, and the ability to successfully direct construction field operations, are highly desirable.

Salary /Benefits

Salary range from \$50,000 to \$60,000 depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours (salary exempt position)

How to Apply

Please include cover letter to:

Human Resources
Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210
Annapolis, MD 21401
Or, email to hrresumes@acdsinc.org
Or, Fax (410) 222-7619

An Equal Opportunity Employer

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