Construction Field Representative

Illinois Housing Development Authority (IHDA), one of the Nation’s preeminent Housing Finance Agencies and one of the State’s ten largest financial institutions, is currently seeking a Construction Field Representative to build upon their 50+ year leadership in housing finance.

The primary responsibility of the position is conducting field inspections to confirm standards of buildings, workmanship, and materials; standards include the Authority’s Architectural & Design Standards, accessibility standards, and the design and construction requirements of the Federal Fair Housing Act. Secondary responsibilities of the position include the preparation of written reports and timely communication with owners, managing agents, and various departments within the Authority regarding the inspections.

Responsibilities:

Inspect multifamily properties during the initial construction or rehabilitation phase. Responsibilities include: 1) maintaining complete familiarity with construction progress including relevant “as built” drawings and specifications; 2) monitoring for compliance with construction contract documents and conformity with accepted construction practices and industry standards of workmanship; 3) reviewing payout requests for accuracy and consistency with actual construction progress; 4) review requests for a) change orders, b) permissions to occupy, c) final completion inspection, d) development of punch list and e) construction contract extensions; 5) provide reports to Authority staff concerning status and progress of construction.

Inspect previously financed properties, typically on an ad hoc basis, as requested by the Asset Management Department or other departments in the Authority. These visits are for the purpose of inspecting Authority-approved physical improvements and/or repairs, to ensure proper workmanship, and/or compliance with the agreed upon scope of work. This includes the completion of the required documentation and timely communications with the property owner, managing agent, and Authority staff regarding any findings resulting from the visit.

Education and Experience Requirements:

At least eight years experience in the construction industry, preferably as a professional with experience as a supervisor and in the construction payout process. High school education or equivalent required. College degree in architecture, construction management, engineering, project management, or a related area preferred. Desired personal characteristics include strong communication skills, attention to detail, ability to identify risks and exposure, and a sense of reasonableness.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=386317&source=CC2&lang=en_US

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