

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.

This position is responsible for making periodic visits to Authority properties for a variety of purposes (see below). This includes the preparation of written reports and the adequate and timely communication with owners, managing agents and various departments within the Authority regarding the site visits. It is anticipated that the properties referenced in "Function #1" will be primarily those where the Authority's financing is in the first mortgage lien position. These developments represent those situations where the Authority has the greatest financial risk.

Responsibilities:

Visit assigned newly financed properties during the initial construction or rehabilitation phase. Responsibilities associated with this would include but not be limited to: 1) maintaining complete familiarity with the developments' construction progress including relevant "as built" drawings, specifications and other related items; 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 and comment on 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.

Visit previously financed properties, typically on an ad hoc basis, as requested by the Asset Management Department or other departments in the Authority. These visits would be for the purpose of inspecting Authority approved physical improvements and/or repairs, to ensure proper workmanship and compliance with the agreed upon scope of work. This includes the completion of the required paperwork 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, i.e., construction supervisor/superintendent. High school education or equivalent required. College degree in relevant area preferred. Good communication and writing skills.

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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