

## Construction Field Representative II

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

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 two Construction Field Representative II to build upon their 50+ year leadership in housing finance. One position will perform inspections south of I80 and the other will be in "Chicago and Chicago Metro areas.

### **Summary:**

The primary responsibility of the position(s) 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. The majority of the inspections performed by one inspector will be of developments located South of I80 and another inspector will be hired to perform inspections in the Chicago and Chicago Metro areas.

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 three years of experience in the construction industry, including familiarity with the construction payout process. Understanding of sustainability and green building construction highly desired. 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=433252&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=433252&source=CC2&lang=en_US)