



**NEIGHBORS OF  
WATERTOWN, INC.**

**A Neighborhood Preservation Company  
Serving Watertown Since 1969**

**Company:** Neighbors Of Watertown, Inc.  
**Job Title:** Housing Rehab Inspector  
**Status:** Full Time, Non-Exempt

**Description:**

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. NOWI also provides assistance for projects done by North Country Affordable Housing, Inc. in their service area of Jefferson, Lewis and St. Lawrence Counties. These opportunities currently include housing rehabilitation for homeowners (Owner Occupied), landlords (Rental Rehab), homebuyers (First Time Homebuyer Program), and owners of mobile homes (Mobile Home Replacement Program). NOWI's staff facilitates the oversight of the contractors for all these programs.

The Housing Rehab Inspector works with clients and contractors involved with our rehabilitation programs.

**Responsibilities include:**

- Inspecting houses and identifying construction deficiencies
- Creating work scopes and construction specifications
- Preparing cost estimates
- Ensuring projects meet grant specifications and local building codes
- Facilitating the sealed bid procedure
- Attending Loan Review meetings to explain potential projects
- Assisting the homeowner when awarding contracts and overseeing the contractors' performance
- Coordinating contractor payments based on the level of work completed and approved by the homeowner
- Mediating construction contracts
- Keeping records on the status of buildings in process and reporting as needed
- Monitoring the grant schedule to ensure timely completion of projects
- Other duties as assigned

This position will also require the following specialized training (provided by the company if needed) to oversee construction:

- Certified EPA Renovator/Remodeler
- Certified in Lead Safe Work Practices



**The Housing & Redevelopment Store**  
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**Qualifications:**

- Minimum 4 years work experience in a construction related field
- Experience with writing work scopes
- Experience in reading blueprints and minimal drafting of plans
- Familiar with lead based paint and asbestos regulations
- Knowledge of NYS building codes
- Reliable transportation for accessing sites
- Excellent people skills
- Able to use Microsoft Word and Excel