



# RIVER CITY HOUSING

610 S. FOURTH STREET, #701 LOUISVILLE, KY 40202

PHONE 502.587.6763 FAX 502.589.0616

## Construction Rehab Specialist Wanted

River City Housing is looking for one or two construction contractors with at least 5 years experience to coordinate and oversee rehab/remodeling of single family homes for first time homebuyers. Once the contractor/s is identified River City Housing will work exclusively with this contractor/s.

This contractor will:

- help identify houses to rehab
- provide design improvements
- write up scopes of work
- provide cost estimates
- help identify subcontractors
- schedule work for subcontractors, inspectors, etc
- issue request for proposals and change orders and review for completeness
- oversee rehab work
- maintain health and safety standards on the job site
- inspect all work to assure compliance with applicable codes and high quality standards and workmanship
- bring jobs in on time and under budget
- identify economical suppliers
- arrange for delivery of construction materials and supplies
- maintain records
- sign off on all invoices for materials and subcontractors

This person or persons will be hired on contract. You must carry your own insurance. The right candidate will have excellent communication skills, will represent River City Housing professionally, and will be able to deliver a job on schedule and under budget.

**A complete application includes the following items:**

- A cover letter explaining why you are interested in this job.
- A resume or list of your work experience
- A completed "Construction rehab specialist initial questions"
- Proof of worker's comp and liability insurance.
- At least 5 references where you have done work where we can call the person living in the house and go see your work. Include the client's name, phone, address and the work you did.

**Applications are due 12:00 noon Wednesday, October 28, 2009** by email, mail, fax or hand deliver. Email to [info@RiverCityHousing.org](mailto:info@RiverCityHousing.org). Fax to 502-589-0616. Mail or hand deliver to River City Housing, 610 S Fourth St #701, Louisville KY 40202.

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# Construction Rehab Specialist Initial Questions

- 1) How many years of construction experience do you have? \_\_\_\_\_
- 2) What construction skills do you have? For example, framing and insulation.
- 3) If you are the project manager for the rehab of a house for us, which trades would you want you/your company to do?
- 4) Are you a licensed contractor in Louisville Metro able to pull building permits? If not are you willing to become so?
- 5) Are you currently working with subcontractors who are owned by people who are minorities, women or disabled? If no, are you willing to seek out high quality subcontractors who also meet these criteria?
- 6) Are you comfortable working in low to moderate income neighborhoods all over Louisville?
- 7) Are you familiar with current residential codes or how to find this information?
- 8) Do you have training in any of the following areas:
  - a. "Lead Safe Worker" training
  - b. "Lead Safe Supervisor" training
  - c. "Lead Risk Assessor" training
  - d. Asbestos training
  - e. Mold training
  - f. Weatherization training
  - g. Electrical
  - h. Other: tell us any other specialized training you have