

The East Central Intergovernmental Association (ECIA), a council of governments, is seeking a Project Manager/Inspector.

As a Project Manager/Inspector you will play a crucial role in administering federal and state grant programs. You'll work closely with city and county governments, housing contractors, property owners, inspectors, and tenants to ensure housing projects comply with Department of Housing and Urban Development (HUD) Lead and Healthy Homes Programs.

What You'll Do:

- **Program Development & Implementation:** Help develop and enhance housing through programs like the HUD Lead Paint Program, Healthy Homes Program, and Housing Trust Fund. You'll complete lead and healthy home inspections, create project proposals, and assist with project implementation.
 - **Project Management:** Develop construction specifications, prepare bid packages, and award construction bids, ensuring compliance with local, state, and federal requirements.
 - **Compliance & Reporting:** Interpret program regulations and maintain meticulous inspection records. You'll also draft and recommend departmental policies and procedures.
 - **Communication & Collaboration:** Prepare and file oral and written reports, and effectively communicate with contractors, member cities, regulatory agencies, property owners, renters, and the general public.
 - **Financial Oversight:** Assist in preparing project budgets and monitoring program expenditures.
 - **Continuous Improvement:** Stay informed on industry trends, maintain required training and certifications, and consistently provide excellent customer service.
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What's Required:

- A **Bachelor's degree** in Environmental Science, Public Administration, Business Administration, or Construction Management. Other related degrees and relevant experience may be considered.
- **Within six months of employment (with provided on-the-job training):** Lead Inspector/Risk Assessor and Lead Abatement Contractor Certification.
- A **valid driver's license with a clean driving record**.
- Pass a criminal history background check.
- **Knowledge of:** Housing regulations, HUD lead programs, and grant administration.
- **Ability to:**
 - Produce clear and concise written and oral reports.
 - Build and maintain effective working relationships with diverse stakeholders.
 - Manage multiple tasks and priorities efficiently.

- Maintain accurate records and procedures.
 - Work both independently and as part of a collaborative team.
 - Interpret data, analyze bids, and follow complex instructions.
- **Skill in:** Using computers and relevant software, effectively communicating with the public and contractors, and navigating complex interactions with internal and external contacts.

ECIA is committed to promoting and supporting a diverse workplace. We are proud to be an equal opportunity employer. Women, minorities, and qualified persons with disabilities are encouraged to apply. Starting salary range: \$ 63,000 – \$70,200 plus benefits including vacation, sick, medical, dental, vision, short term disability and IPERS retirement. Send cover letter and resume to hmcpherson@ecia.org. This position will remain open until filled.