



Home Inspections and Preventative Maintenance Specialist

Organization Overview:

Community Strategies Group (CSG) is a 501c3 charitable nonprofit that collaborates with public and private partners to enhance the quality of life in the communities we serve. We strive to create strategic pathways to local solutions. CSG will empower individuals and organizations to achieve strong, healthy communities where all basic needs are met for every citizen. All people should have access to adequate housing, nutrition, recreation, the arts, and meaningful work.

Position Summary:

This is a full-time position. CSG's Home Inspection and Preventative Maintenance Specialist is responsible for scheduling and conducting regular home inspections for CSG apartments and Columbia County's Section 8 program, in addition to regular preventative maintenance at CSG properties. No prior experience required. New employees will be trained and obtain necessary certifications prior to conducting inspections. CSG will provide access to all necessary training. This position will report to CSG's Construction and Maintenance Supervisor. Responsibilities and workflow are subject to change upon organizational growth or new project development.

Responsibilities and Duties:

- Acquire the following certifications and knowledge
 - -HQS (Housing Quality Standards) certification
 - -IBC (International Building Code experience)
 - -NEC (National Electric Code experience)
 - -PA Uniform Construction Code experience
 - -Lead Safe Practices training
- Conduct regular home inspections for all CSG managed properties
- Conduct home inspections as needed for Columbia County Housing Authority
- Prepare and submit all paperwork associated with the inspection process
- Provide preventative maintenance for CSG properties, including but not limited to trash removal, HVAC filter replacement, and smoke detector battery replacement.
- Snow Removal as needed

Qualifications:

- Ability to learn and utilize computer software such as Horizon, Workplace, and Buildium
- Highly organized
- Detail Oriented
- Strong interpersonal skills
- Ability to work as a team
- Previous experience and existing certifications a plus, but not required
- General maintenance experience a plus, but not required

Compensation:

- Starting rate: \$18.50/hour
- Health insurance and retirement plan
- Generous Paid Time Off package
- Cell Phone

Submit resumes, cover letter, and three professional references to msweitzer@csgpa.org 4:00pm 2/10/23.

