

**VERMONT HOUSING FINANCE AGENCY
JOB DESCRIPTION**

JOB TITLE:	Building Inspector and Design Analyst	Date Created:	October 9 th , 2023
Reports to:	Director Asset Management & Compliance	Date Reviewed:	NA
Job Grade:	27	Last Revised:	NA

SUMMARY OF POSITION:

The Building and Design Analyst will support VHFA's Asset Management and Compliance and Development teams in ensuring compliance with state, federal, and best practices for building standards. Responsible for completing comprehensive property inspections of VHFA's existing and occupied properties; ensure proper on-going maintenance and condition of projects and assessing them for any needed repairs, safety upgrades or capital improvements; providing technical assistance to multifamily projects in need of rehabilitation; and inspecting properties to HUD standards for projects in which VHFA has LIHTC, HUD Risk Share and Section 8 responsibilities. Also oversees the review design review and ongoing construction progress monitoring for new projects. Responsible for establishing and maintaining policies related to agency inspections and building design reviews.

SPECIFIC RESPONSIBILITIES:

1. Perform comprehensive inspections of VHFA's financed multifamily portfolio, Low Income Housing Tax Credit portfolio and HUD funded properties.
2. Inspect both exterior and interior of properties, including a sampling of occupied units for properties, vacant units, building systems, common areas, and mechanical rooms.
3. Complete inspection checklists, photo-document relevant findings, and complete reports that will be reviewed by Asset Management and Compliance Officers. Support post-inspection corrective action plans.
4. Provide pro-active recommendations for property maintenance and preservation activities. This may include engagement directly with property owners and managers about their long-term plans for the properties and reviewing the Capital Needs Assessment.
5. Maintain communication and collaboration with other funder/inspecting agencies to: a.) align inspection and compliance activities; b.) establish and maintain collaborative or shared design standards and policies.
6. Review of plans, specifications, and cost estimates for new construction or rehabilitation undertaken by projects within the current portfolio. This will include site visits for both existing and proposed developments. May include both single-family homes and multi-family homes.
7. Review construction and key building professional services contracts for new developments. Analyze projects for cost efficiency, design adequacy, accessibility, universal design, and other considerations like trauma-informed design.
8. Oversee, coordinate, and review contracted construction progress inspections, Davis-Bacon prevailing wage monitoring, and environmental reviews.
9. Supports Development in establishing design guidelines related to universal design standards (accessibility), cost efficiency, energy, and climate resilience.
10. Maintain knowledge and certifications to be a qualified for Uniform Physical Condition Standards (UPCS) and/or National Standards for the Physical Inspection of Real Estate (NSPIRE)REAC (Real Estate Assessment Center standards) if required by agency. Stay up to date on Vermont building and design standards/codes, and other

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regulations to ensure VHFA's current and future portfolio are complying with standards.

11. Creating, implementing, and maintaining policies, procedures, and best practices for this position.
12. Infrastructure/Manufactured Home Communities (capital needs for MHCs)
13. Other duties as assigned.

SUPERVISES: This Position Supervises No Personnel.

- ❖ Regularly provides assignments and direction to Multifamily Operations Analyst and Administrative Assistants as needed.

EDUCATION and CERTIFICATION REQUIREMENTS:

- ❖ A bachelors degree in Building Science, Architectural, Engineering or related field and 4-7 years of construction-related experience is required.
- ❖ Knowledge of Uniform Physical Condition Standards (UPCS) and/or National Standards for the Physical Inspection of Real Estate (NSPIRE) desired, and other state or federal standards or willingness to be trained.
- ❖ Vermont Uniform Building & Energy Code, National Fire Protection Association (NFPA), Housing Quality Standards (HQS) and ADA Standards for Accessible Design and/or Uniform Federal Accessibility Standards (UFAS) training/certifications desirable.

JOB KNOWLEDGE AND EXPERIENCE:

- ❖ Knowledge of building codes, construction management and various inspection protocols is required.
- ❖ Experience in multifamily and/or single-family housing development, including an understanding of construction stages and processes.
- ❖ Strong spreadsheet and word processing skills are required.
- ❖ Experience with community development and knowledge of State and Federal housing programs is desirable.
- ❖ Comes with a creative problem-solving approach with good attention to detail as well as ability to identify new opportunities.
- ❖ Experience with construction, architecture, engineering, or general building principles is a plus.

GENERAL JOB QUALIFICATIONS:

- ❖ Ability to work as a team player and communicate well with a wide array of people including developers, property owners and managers, other project funders, State and Federal representatives, and VHFA staff.
- ❖ A demonstrated commitment to social justice, equity, diversity, and inclusion is desired.
- ❖ Manage multiple priorities effectively with sensitive timelines.
- ❖ Strong written and verbal communication skills.
- ❖ Works well independently, with expected balance of 65% of time in the field completing inspections or conducting site visits. Travel time is somewhat seasonal, with more travel required in spring, summer, and fall. VHFA serves the entire state of Vermont, with properties and projects disbursed across the state.
- ❖ Valid Driver's License and a personal automobile which is reliable and consistently available for travel. Must be willing to travel throughout Vermont. Mileage will be reimbursed according to the current IRS guidelines.
- ❖ Willingness to periodically travel for training and/or associated trade and organizational meetings related to maintaining the most up to date industry information and staying connected to regional/national partners.

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ACKNOWLEDGMENT

I have read the above job description. I understand the duties and responsibilities of the position.

Print or type your name: _____

Sign your name: _____ **Date:** _____