

**NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC**  
P.O. Box 52025  
JACKSONVILLE, FL 32201  
(904) 398-7472

ANNOUNCEMENT FOR THE POSITION OF:  
**HOUSING INSPECTOR I – Duval County**

SALARY RANGE	DEPARTMENT	HOURS	OPEN DATE FOR APPLYING	LAST DAY TO APPLY
\$20,071 ANNUALLY	Housing Department	Mon-Fri 8am—5pm	Tuesday 09/07/10	Tuesday 09/21/10

**IF YOU HAVE A DISABILITY THAT REQUIRES ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE LET US KNOW AT THE TIME OF MAKING THE APPLICATION.**

**\*NOTE TO APPLICANTS: IF YOU ARE UNABLE TO COMPLETE THE APPLICATION PROCESS IN PERSON, PLEASE MAIL YOUR APPLICATION DIRECTLY TO:  
NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.  
P. O. Box 52025  
JACKSONVILLE, FL 32201  
ATTN: HUMAN RESOURCES**

**QUALIFICATIONS:**

High school graduate or equivalent; must have three years experience in making estimates and costing out jobs; must have a valid Florida drivers license and able to pass an MVR as required by the Agency for the duration of employment; must be able to work with and get along with people; must be able to communicate with people, especially disadvantaged residents. Must have computer skills and knowledge of various software programs.

**DUTIES:**

- ◆ Makes housing inspections before, during and after work is completed, based on program guidelines and any other funding source procedures that are required.
- ◆ Writes specifications in construction industry language for work to be performed as determined by the house inspection and as specified by funding source guidelines.
- ◆ Assists approved contractors and the Housing Manager with approval of contract estimates.
- ◆ Assists with recruiting eligible clients.
- ◆ Must complete job breakdown and other paper work according to funding source guidelines.
- ◆ Must conduct weatherization & rehabilitation demonstration workshops with contractors, clients and the general public.
- ◆ Takes photographs before and after each completed job.
- ◆ Must be able to comprehend and utilize energy audit diagnostic equipment.
- ◆ Performs other related job duties as they may be assigned.

**NOTE:** Applicants must meet the minimum requirements for this position. The application must be submitted to the Human Resources Department by the closing, along with all other documents if required; (i.e., copies of college degrees, college transcripts, certificates, diplomas, professional registration, etc.) Applications can be faxed to (904)398-7480.