JOB POSTING

Cuyahoga County Land Reutilization Corp
Employment Job Description
Demolition Inspector

Position Summary
Under the supervision of the Senior Demolition Inspector of the Department, employee will assist the Acquisition, Disposition and Development Department in monitoring the demolition of vacant, foreclosed residential properties in Cuyahoga County. Employee will inspect demolition jobs, check post-demolition site conditions, inspect sites for greening/landscaping activity, and perform related tasks for documentation of the previously specified work. From time to time other responsibilities for the Department may be assigned.

Specific Duties and Responsibilities
The following tasks will require the employee to interact with staff, vendors and the employer’s computerized Property Profile System (PPS):

1. Work with the demolition team to track and monitor demolition jobs in progress;
2. Make daily site visits in an assigned area or across Cuyahoga County as needed;
3. Write and upload field notes into PPS to document activities;
4. Assist in the preparation of contract documents and proceed orders, including all required electronic and hard copies and filing;
5. Enter data into the employer's PPS data system;
6. Work with the Senior Demolition Inspector to develop and maintain a calendar for tracking demolition work in progress;
7. Be available to the Department Director for all needed requirements of the Department as deemed necessary by the Director

Qualifications
Minimum education of a high school diploma and 5 years construction/renovation/trades work experience (work experience may be substituted with a bachelor's degree in related field); Attention to detail and accuracy;
Computer skills (with Word and Excel-type database programs);
Organized and Self-Motivated Team player;
Ability to work in a fast-paced environment;
Ability to communicate effectively with contractors so as to maintain high quality standards of workmanship;
Licensed driver in the state of Ohio;
Must have own automobile

Salary Range
$35,000 to $40,000

Submit Resumes Until July 18th, 2016 to:
Cheryl Stephens
Director of Acquisition Disposition and Development
323 W. Lakeside Ave, Suite 160
Cleveland, Ohio 44113
cstephens@cuyahogalandbank.org

The Cuyahoga County Land Reutilization Corporation is an Equal Opportunity Employer.