Kent County

# Housing Rehabilitation Specialist

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| **SALARY** | $29.06 Hourly | **LOCATION** | Human Services Complex, 121 Martin Luther King Jr St SE, Grand Rapids |
| **JOB TYPE** | Full-time | **JOB NUMBER** | 2606-694-0000-REF |
| **DEPARTMENT** | Kent County Community Action | **DIVISION** | KCCA - None |
| **OPENING DATE** | 05/22/2026 | **CLOSING DATE** | 6/5/2026 11:59 PM Eastern |

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## Job Responsibilities

**Kent County Community Action** is seeking a skilled and detail-oriented **Housing Rehabilitation Specialist** to oversee the construction, rehabilitation, alteration, and hazard remediation of affordable single-family housing units throughout the County. This position serves as the County's representative on assigned projects and plays a critical role in ensuring safe, sanitary, and code-compliant housing for low- and moderate-income residents.

The ideal candidate will bring strong construction knowledge, project management experience, and the ability to work collaboratively with homeowners, contractors, inspectors, and community stakeholders.

The essential functions of this position include, but are not limited to, the following:

- Conducts technical inspections of residential properties throughout Kent County to ensure compliance with structural, mechanical, health, and safety codes and standards.
- Obtains and evaluates property hazard reports, code violation reports, work permits, and other necessary 3rd party reports when necessary to assess property repair needs.
- Identifies deficiencies and writes clear and concise scope of work specifications with cost estimates that address necessary major system repair needs, including hazard remediation work (e.g., lead, asbestos, radon, mold, etc.) in compliance with federal and state requirements.
- Prepares bid solicitation package, evaluates contractor bids/quotes, and selects qualified contractors to complete the scope of work.
- Oversees housing rehabilitation and hazard remediation work, conducts site inspections, approves payments based on progress, recommends contract change orders, and ensures projects are started and completed within designated time frames.
- Prepares reports and other documentation on the progress of the rehabilitation activities.
- Attends outreach events to promote programs to property owners, residents, and contractors.
- Performs related work as required.

Note:

- This position is grant-funded, and continued employment is dependent upon renewal of funding sources
- Employees in this classification perform field work at sites throughout Kent County

## Minimum Qualifications

- Minimum of two (2) years of experience in residential construction, project administration, or general contracting
- Must possess and maintain a valid Michigan Driver's License & have access to reliable transportation
- Must be a Certified Lead Abatement Supervisor OR able to be certified within 6 months of employment
- Preferred Candidates will possess one of the following:
    - Associate's degree or certificate in Construction Management, Engineering Technology, Architecture, or a related field; OR
    - Michigan Residential Builder's License; OR
    - Completion of a recognized apprenticeship program in a construction trade

*** Equivalent combinations of education and experience may be considered ***

Preferred Qualifications:

- Experience preparing residential repair work specifications is preferred.
- Experience in federal and local housing construction and rehabilitation programs preferred.

WHY WORK AT KENT COUNTY?

**Invest In Your Future**
You can build a secure, lasting career here with benefits that support you and your family.

**Make a Difference**
Be a part of something meaningful and witness the direct impact of what you do.

**Be Part of a Team**
Teamwork allows us to achieve together what none of us could do alone.

**Lead with Integrity**
Be part of a workplace that values honesty, transparency, and doing the right thing.

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**Employer**
Kent County

**Address**
300 Monroe Ave. NW

Grand Rapids, Michigan, 49503

**Phone**
616-632-7440
1-800-386-4484

**Website**
http://agency.governmentjobs.com/kentcountymi/default.cfm

## Housing Rehabilitation Specialist Supplemental Questionnaire

*QUESTION 1

Do you possess an Associate degree or certificate in Construction Management, Engineering Technology, Architecture or related field; or a certificate of completion of a recognized apprenticeship program in a construction trade?

- ◯ Yes
- ◯ No

*QUESTION 2

Do you have two years of experience in residential construction, project administration, or general contracting?

- ◯ Yes
- ◯ No

*QUESTION 3

Do you possess a valid Michigan driver's license?

- ◯ Yes
- ◯ No

* Required Question