

JOB DESCRIPTION

TITLE: Construction Analyst

REPORTS TO: Project Manager

OBJECTIVE: To assist staff and clients as necessary to provide top quality architectural services.

DUTIES INCLUDE (but are not limited to):

- Site Observations – travel approximately 3 days per week and may require overnight stay
 - On-site observations for compliance with plans and specs.
 - Identify and report any construction practices not in compliance with plans and specifications, accessibility and general quality construction practices.
 - Consulting with MHDC and Project Supervisors.
 - Complete standard site observation report with photos.
 - Review Pay Applications for general conformance with actual progress.
 - Plan review for general understanding of project objective.
 - Maintain and organize electronic files including plans, specs, pay requests and monthly reports.
- Physical Condition/Needs Assessments
 - Site visit
 - Use prior experience and Fannie may EUL tables to determine the estimated useful life of all building systems.
 - Determine cost of project repairs and replacements over the term of the loan.
 - Provide written reports following Fannie Mae Physical Needs Assessment guidelines, Rural Development Capital Needs Assessment guidelines or other guidelines provided by state agencies providing funding for multifamily rehabilitation projects.
- Attend in-office meetings as required by Project Managers and weekly Conference Call.
- Work with Project Managers to schedule job site visits.
- Have experience working in accessibility codes that apply to multifamily developments including UFAS, Fair Housing, ANSI at community spaces and construction regulations to include observations of non-compliance in reports.
- Travel may extend to include Oklahoma, Kansas and Arkansas.
- Computer and cell phone will be provided.
- Position will be supported by administrative staff for the process of assembling and distributing reports.