



**Trumbull Neighborhood Partnership (TNP)** is a community development organization located in Warren, Ohio, dedicated to engaging and empowering residents and stakeholders in efforts to revitalize Warren's neighborhoods and surrounding communities. Through various initiatives, TNP addresses quality-of-life improvements and operates programs focused on housing and community development. TNP also serves as the management entity for the Trumbull County Land Bank.

**Job Title:** Property Rehabilitation and Inspection Specialist

**Job Overview:**

We are seeking a skilled Property Rehabilitation and Inspection Specialist to oversee inspections, property preparation, rehabilitation of vacant properties, and emergency home repairs for occupied properties. The ideal candidate will perform intake assessments, create and review project specifications, manage the bidding process, supervise contractors, conduct mid-term and final inspections, and ensure compliance with local and national building codes. This role requires a strong focus on safety, quality, and cost-efficiency.

**Key Responsibilities:**

*Property Inspection & Assessment*

- Inspect vacant properties to assess condition and document interior and exterior details. Prepare rehabilitation specifications aligned with Residential Rehabilitation Standards (RRS), Warren City Building Code, and Trumbull County Building Code.
- Inspect occupied properties to assess repair needs and document interior and exterior details. Prepare repair specifications in alignment with RRS, Warren City Building Code, and Trumbull County Building Code.

*Scope of Work & Estimation*

- Develop detailed scopes of work based on inspections, including cost estimates, timelines, and necessary specifications for rehabilitation projects.



### *Bid Management*

- Manage the bidding process by soliciting bids from qualified contractors, evaluating submissions, and recommending contractors for selection.
- Supervise contractors to ensure adherence to project specifications, codes, and standards, addressing on-site issues promptly to maintain project progress and quality.

### *Inspection & Compliance*

- Facilitate mid-term and final inspections to ensure compliance with building codes, fire safety regulations, the National Electric Code, and construction standards.

### *Documentation & Reporting*

- Maintain comprehensive records of inspections, work progress, and communications, ensuring all project files are accurate and up to date in the Land Bank's information systems.

### *Regulatory Compliance & Quality Control*

- Oversee compliance with building, fire safety, and health regulations throughout the inspection and rehabilitation process, ensuring quality control across all projects.

### *TNP & Land Bank Program Support*

- Support TNP programming and assist with additional tasks assigned by the Executive Director and Deputy Director.

### **Required Licenses:**

- Ohio Licensed Home Inspector
- RRP (Renovation, Repair, and Painting) Certified



### **Knowledge & Skills:**

- Strong understanding of Residential Rehabilitation Standards (RRS)
- Familiarity with Warren City and Trumbull County Building Codes
- Knowledge of fire safety codes and the National Electric Code
- In-depth knowledge of construction practices, methods, and materials
- Experience with inspection techniques and procedures
- Ability to manage and communicate with contractors, negotiate bids, and resolve issues effectively
- Strong attention to detail and problem-solving skills
- Excellent organizational and time management skills

### **Qualifications:**

- Minimum of 3-5 years of experience in property inspection, construction management, or related fields
- Strong working knowledge of Ohio building codes and construction safety regulations
- Proven ability to manage multiple projects simultaneously
- Excellent verbal and written communication skills

Please send your resume and detailed cover letter, including salary requirements, to:

### **Trumbull Neighborhood Partnership**

736 Mahoning Ave  
Warren, OH 44483

landbank@tnpwarren.org