



# Revitalize

Community Development Corporation

Colonial Block Building  
1145 Main Street, Suite 107  
Springfield, MA 01103  
Tel: 413-788-0014  
[www.RevitalizeCDC.com](http://www.RevitalizeCDC.com)

**Position: Construction Specialist**

**Location: 1145 Main Street, Suite 107, Springfield, MA 01103**

**Reports to: Project Manager**

**Standard Hours- Mon-Fri 8-4**

**About Revitalize CDC:** Since Revitalize CDC's ([RevitalizeCDC.com](http://RevitalizeCDC.com)) inception in 1992, the organization has completed almost 1,100 homes with the help of 10,000 volunteers investing \$42 Million into Western Massachusetts. In the past year, Revitalize CDC served over 2,300 low-income families with children, elderly citizens, military veterans and people with special needs. Revitalize CDC focuses on making meaningful improvements on homes to help reduce energy use, save money, and create a safe, healthy and sustainable living environment for residents. We offer a rewarding environment for individuals interested in public health, housing, environmental justice, policy and green careers.

**Our Mission:**

“Revitalizing homes, neighborhoods and lives through preservation, education and community involvement.”

We believe in a safe, healthy and energy-efficient home for everyone and perform critical repairs, modifications and rehabilitation on the homes and non-profit facilities of low-income families with children, military veterans, the elderly and people with disabilities.

**Position Description:**

The purpose of the position is to assist in coordinating all aspects of the skilled building process for multiple Revitalize CDC programs, including Flexible Services Programs (Asthma, Asthma Repairs, and Nutrition Rx), #GreenNFit volunteer projects, HUD Healthy Homes, and Veterans Grants, as well as other construction and volunteer events throughout the year. The hire will work directly with families needing healthy home rehab and energy efficiency service, perform construction, refer to other services, provide thorough one on one education sessions, and guide families in developing home maintenance action plans.

**Project Management**

- Assist with the Rebuilding Day volunteer events;
- Complete all site inspections with program director and oversee the workday volunteer teams;
- Performs preparation or follow-up construction work from volunteer days as designated by management, i.e. scrape paint, repair rotting siding, replacement of doors and/or windows, installation of security locks, weatherization, gutter repairs, garbage pickup and removal;
- Picks up and drops off construction materials needed for the volunteer day event and oversee workday logistics including dumpsters, etc.;
- Coordinates purchases with the management, storage and inventory of tools, supplies, materials and equipment located in storage unit; distributes materials, equipment, in-kind donations and supplies as needed;
- Inspects and assesses homes before and after the volunteer day to propose completion of any project work not done or unable to complete;
- Conducts final home inspections to ensure work scope is completed and performs follow-up home repairs;
- Perform approximately 5-10 home visits per month to provide one on one education sessions covering methods to improve and maintain the health, safety and energy efficiency of clients' homes and developing long-term home maintenance plans;
- Prepare individual client assessments and client action plans;
- Maintain detailed and concise records of family meetings using RCDC's data collection system called Efforts-to-Outcomes (ETO)
- Develop and monitor annual work plan to identify key program goals, objectives and benchmarks;
- Report data in compliance with standards and regulations and assist management in regular program reporting;
- Participate in weekly and other team meetings as appropriate;
- Regularly update and enhance RCDC's resident education curriculum and training modules on Healthy Housing, energy efficiency and other home-based environmental health issues using the most up to date environmental research and knowledge;
- Conduct RCDC trainings to health and housing professionals, community-based organizations, property owners, parents, and community residents;
- Build and foster established and new community and stakeholder partnerships to promote prevention education and connect RCDC related services to targeted audiences, providers and stakeholders;

*Preserving affordable homeownership and revitalizing our community*



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- Provide outreach to at-risk communities through representation at meetings, health fairs, and other events that reach at-risk audiences and stakeholders;
- Support broad mission and policy efforts and initiatives of RCDC; other duties as assigned related to organizational mission and programs.

## **Administration**

- Maintain appropriate records, i.e. lead tests, liability insurance;
- Manage permit process if needed.

## **Supplies and Materials**

- Coordinate supply process, logistics, supplies and skilled trades unable to complete, i.e. plumbers, electricians
- Seek out in-kind gifts and document value of said gifts in conjunction with president

## **Qualifications**

- Basic construction/ handyperson skills
- Willingness to be flexible, adaptable and work as a team with clients, volunteers and staff.
- Holds a contractor's license, EPA Lead Certification desirable
- Own transportation, valid driver's license, and proof of insurance.
- Ability to deal with physically demanding requirements including lifting a minimum of 30 pounds without assistance.

## **Requirements**

- Demonstrated experience in conducting home visiting services
- Experience developing client case plans
- Excellent written and oral presentation skills
- Strong proficiency in Microsoft Office suite and data collection
- Ability to work with diverse populations

## **Preferred Qualifications**

- Bachelor's degree in public health, environmental science, construction, or relevant field from an accredited college or university
- Asthma Educator Certification (AE-C);
- Spanish language proficiency;
- Energy efficiency/ building sciences training;
- Knowledge of HIPPA regulations and compliance

## **Position-Specific Requirements**

This position will be assigned duties that require the operation of a motor vehicle. The incumbent must maintain access to a motor vehicle and possess a motor vehicle operator's license valid in the State of Massachusetts. This position requires Flu vaccine, COVID-19 vaccine and booster. As a condition of continued employment, the incumbent must obtain Asthma Educator Certification within 6 months of appointment and must maintain an active certification while in the position. Trainings and certification related costs will be covered by Revitalize CDC.

Salary \$50,000 and benefits: <https://www.revitalizecdc.com/careers>

## **AA/EOE/ADA**

Women and minorities are encouraged to apply. Employment is contingent upon successful completion of Criminal Offender Record Check (C.O.R.I.) and driving record check.

Revitalize Community Development Corporation is a Drug and Smoke Free Workplace and an Equal Opportunity Employer