



WAGE RATE MONITOR – JOB DESCRIPTION

Position Status: Part-time, flexible hours with number of hours by mutual agreement

General Duties:

1. Conduct periodic construction site visits to collect and document information by interview. Assemble and deliver this information to Meltzner and Associates on a regular schedule..
2. Perform all duties and assignments in a professional, efficient, and confidential manner.
3. Develop and maintain an understanding of the fundamentals of the affordable housing development and construction process.

Specific Duties (with training and supervision by Meltzner & Associates):

1. Based on assignments from CSM&A staff, perform construction site visits and interview general contractor and workers on construction sites.
2. Perform employee interviews using form HUD-11 Record of Employee Interview. The goal is to interview 50% of employees for each company on-site.
3. Meet with representative of general contractor to obtain current project information, e.g., subcontractors on site, work completed and in-progress, construction completion percentage.
4. Observe labor standards site postings.
5. Photograph site conditions.
6. Prepare site visit report, per format provided by CSM&A, and transmit report, photographs, and employee interview records to CSM&A.
7. Communicate questions or issues from contractor or interviewed employees to CSM&A.
8. Review site visit reports with CSM&A staff and make corrections/additions as requested.
9. Other services as mutually agreed upon.

Qualifications and Skill Requirements:

1. Excellent written and verbal communication skills.
2. Ability to navigate construction sites safely and effectively.
3. Ability to use good judgment, set priorities, and adjust work to accommodate deadlines.
4. Working knowledge of PC computers. Working knowledge of Microsoft Word, Adobe Acrobat, and ability to learn other software applications.
5. Ability to communicate effectively and work without direct supervision.
6. A friendly, pleasant, and professional manner.
7. Attention to detail.
8. Construction experience helpful.
9. Familiarity with government housing programs on federal, state, and local levels is helpful.
10. Bilingual Spanish helpful but not required.

Work Environment/Equipment:

This is a remote job assignment. Employee will be required to provide own equipment, e.g., computer, cellphone or camera, appropriate footwear, etc. to perform assignments.

Education and/or Experience:

A combination of education and/or experience that would reasonably provide the required knowledge and skills.

Physical Requirements:

Driving, walking, standing, stooping, bending. Repetitive finger and wrist movements associated with computer use. Visual, hearing, and vocal skills are required.

Auto Use:

Incumbent will be required to use own automobile for company business. Evidence of auto insurance required.

Salary Range:

\$27.00 per hour, including travel time, time spent on-site and report preparation time.

Paid time off/holidays: None.

Benefits:

None.

Reviewed and approved:

Candidate signature

Date: __