



## Job Opportunity Available



### Community Planning & Development Employment Opportunity



Attention students! The City of North Miami is seeking a committed, skilled, talented and highly motivated part-time staff to work in the Community Planning & Development Department (Housing Division). It is a compensated position of up to 29 hours weekly. The part-time work will involve performing technical inspection of privately owned rehabilitated homes or new construction of residential or commercial buildings. Work is performed under general supervision of the Housing Manager and is reviewed through observation of work activities and established policies and procedures.

#### **Qualifications:**

- A.A degree (Minimum) in Engineering, Construction Management, Real Estate Management, Property Management or Architecture
- Knowledge of methods, materials and techniques in construction
- Ability to read and understand plans, blueprints, drawings and diagrams
- Ability to detect and locate defective workmanship and material and of effective measures
- Proficiency in Microsoft Word, Excel, photocopying, scanning and printing
- Ability to resolve disputes and think quickly on your feet
- Understand and follow complex oral and written instructions
- Accuracy and attention to details
- Ability to multi-task in a fast pace office environment
- Customer friendly and have the ability to communicate effectively with the general public, contractors and other individuals in a courteous professional manner
- Ability and willingness to work in a team or independently
- Ability to handle a high demand fast paced work

**Interested applicants should submit their resume via email at: [kwalia@northmiamifl.gov](mailto:kwalia@northmiamifl.gov) no later than **June 23, 2017****

**Thanks for your interest!**