Construction Compliance Inspector
Full-Time Position, Primarily Field-Based (In-Office When Not Traveling)
Location: Kansas City Office
Reports to: Rental Production Manager
Base Pay Salary Range: $60,000 – $70,000/year

AGENCY OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is a mission-driven organization providing affordable housing opportunities for extremely low to moderate-income Missourians with both federal and state funding. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state.

BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, life balance, including generous time off, business casual dress code, downtown location with paid parking, and extensive benefits.

- Health Insurance with Immediate Coverage
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- Tuition Reimbursement
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

LEAVE TIME

Annual Leave and Medical Leave accruals begin immediately.

- 3 Weeks Paid Time-off (Annual Leave)
- 3 Weeks Paid Time-off (Medical Leave)
- 13 Paid Holidays (annually)
- 6 Weeks Paid Parental Leave

COMPENSATION

	Low	High
Annual Base Salary	$60,000	$70,000
Annual Benefits Value	$48,391	$54,045
TOTAL COMPENSATION VALUE:**	$108,391	$124,045

** Actual total compensation is based on benefits elections.

Position Summary

The Affordable Housing Compliance Officer supports MHDC's oversight of housing developments, properties, and entities receiving MHDC funding or program benefits. The role conducts site inspections and audits records for program and safety compliance, maintains accurate documentation, and assists with construction-quality, wage, workforce, and environmental compliance reviews. This is a field-intensive position requiring approximately 75-90% travel throughout Missouri, including long-distance travel and overnight stays.

Travel and Expense Reimbursement

MHDC covers authorized business travel expenses in accordance with agency policies, including the option to use an agency-paid rental vehicle with fuel reimbursement or to receive mileage reimbursement for the use of a personal vehicle. Lodging, meals (through per diem), and other eligible travel expenses are also covered.

ESSENTIAL DUTIES

- Travel to construction sites throughout the state of Missouri and perform inspections and audits of documentation provided by entities receiving funding or program benefits administered by MHDC related to workforce eligibility, OSHA and safety, wage standards, Section 3 employment, Davis-Bacon, and construction quality.
- Represent MHDC on job sites with contractors, architects, developers, and other parties in a professional manner.
- Effectively communicate on job sites and build trusted relationships with development partners.
- Observe land and building sites of actual or proposed developments approved for funding to determine whether current construction activity is occurring.
- Communicate inspection findings and deficiencies to management and perform follow-up site visits, inspections, or audits as directed.
- Participate in meetings with developers and contractors as directed, including but not limited to pre-construction meetings, application training, funded agency training, and Developer Workshops.
- Perform Latent Defect Inspections and prepare and submit appropriate documentation.
- Assist with inspections related to Physical Needs Assessments and environmental concerns.
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business.
- Competently utilize software systems.
- Travel as directed, including long-distance travel and overnight and extended stays, if necessary.
- Maintain appropriate files and documentation as necessary or required.
- Attend and actively participate in meetings and training programs as directed.
- Help employees, vendors, state agencies, departments, divisions and organizations in a friendly and efficient manner.
- Maintain and protect confidential information.
- Perform other related duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience

- Minimum five (5) years of hands-on experience in construction, construction supervision, construction inspections, or a closely related field.
- Experience evaluating construction progress, workmanship, building conditions, and compliance with project plans, specifications, or applicable construction standards.

- Experience as a construction superintendent, foreman, construction inspector, project manager, or similar field-based role preferred.
- Trade school, technical training, industry certification, or coursework in construction management, building sciences, or related field is preferred but not required.
- Experience working in a public agency or nonprofit is helpful but not required.
- Experience working in a public agency, nonprofit, or policy-driven environment (helpful but not required).
- Bilingual Spanish-speaking (helpful but not required).
- High attention to detail and excellent time-management skills.
- OSHA instructor certification or authorization is preferred.

Key Abilities

- Ability and willingness to travel extensively throughout Missouri during the business week, including frequent long-distance driving and overnight stays.
- Must possess and maintain a valid driver's license and meet MHDC's applicable driving eligibility requirements.
- Ability to independently manage a statewide inspection schedule, coordinate site visits, and complete required documentation in a timely manner.
- Ability to use Microsoft Office systems and other standard office software to complete reports and maintain documentation.
- Strong organizational, time-management, and problem-solving skills with attention to detail. .
- Effective written and oral communication skills and ability to operate well as part of a team or independently.
- Ability to adapt to quickly changing workloads and deadlines.

Physical Demands

- Ability to safely navigate active construction sites.
- Ability to perform site inspections requiring extended periods of walking, standing, bending, stooping, and occasional kneeling.
- Ability to work outdoors in varying weather conditions and construction environments.
- Ability to perform frequent long-distance driving and travel.
- Ability to lift and carry up to 10 lbs.

To be considered for the position, please submit your resume and application online.