

Housing Inspector Job Description

January 2024

Capital Access, Inc. welcomes qualified construction professionals to apply for the Housing Inspector position to support our growing Home Improvement and Energy Retrofit business in the Delaware Valley of Southeastern Pennsylvania.

Established in 1995 and based in Philadelphia, Capital Access serves as a consulting and program management firm specializing in housing and community development. Capital Access integrates strategy, management, and administrative operating considerations with compliance to improve the housing stock and quality of life for residents of lower-income communities. Please see www.capitalaccessinc.com for more details on Capital Access qualifications.

Capital Access serves as the program manager for two countywide home repair and energy retrofit programs in Southeastern Pennsylvania that will serve 1,000 low-income homeowners over the next two years. Both programs deploy public subsidies to address home Habitability, Accessibility and Energy Efficiency needs. We use our Capital Access, Project, Grants and Expenditure Management System (CAPGEMS) platform to manage coordination, communication and collaboration among homeowners, contractors, managers, and funders.

Job Responsibilities

The Housing Inspector coordinates all aspects of construction planning and oversight, among general contractors, homeowners, and program management staff. They will serve as the relationship manager to a group of pre-approved general contractors to help them successfully manage several projects concurrently to meet program production goals.

- ◆ Performs home inspection data collection with DocuSketch system (Docusketch link) to assist in generating scope of work and rehab specifications.
- ◆ Conduct on-site progress inspections to ensure construction is completed on time, on budget, and according to quality standards.
- ◆ Provides staff support to the contractor bidding process, which may include, preparation of bid package within the CAPGEMS platform, pre-bid walkthrough, review of bids, and recommendations for contract awards.
- ◆ Coordinates with general contractor and homeowner to assemble the data and approvals necessary to execute the funding agreement and construction contract.
- ◆ Coordinate with general contractor to satisfy requirements for Notice to Start Construction checklist.
- ◆ Support the coordination of resolution of punch list items, review of warranties, and homeowner demonstration of new equipment and/or systems.

Required Skills and Experience

- ◆ Apply a deep level of clarity, professionalism, and persistence to help homeowners and general contractors during the home improvement process so the work can be completed in a timely manner.

Helping communities thrive.

- ◆ Deep understanding of residential home improvement and energy retrofit processes and the willingness to learn and follow program procedures.
- ◆ Must be eager to be trained in CAPGEMS, which will serve as the construction platform for communication, coordination, tracking, and documentation.
- ◆ Takes joy in the art and science of construction and the ability to follow a compliance checklist to ensure all necessary project requirements are being met.
- ◆ Proficient in Microsoft Office tools and eager to learn new software programs.
- ◆ Candidates must reside in the Delaware Valley, have a valid driver's license and vehicle to travel to home improvement project sites.
- ◆ Minimum 2 Years of Experience in Construction.
- ◆ Xactimate and DocuSketch software familiarity a plus.
- ◆ Experience with Energy Efficiency Auditing and Blower Door Testing a plus.
- ◆ Spanish fluency is most welcomed.

Compensation

- ◆ This is an on-site, Non-Exempt full-time limited term employee position, where employment lasts as long as program funding remains, which is expected through December 2025, and potentially beyond.
- ◆ Salary ranges from \$50,000-\$60,000 based on experience, with performance bonuses.

Capital Access welcomes candidates with the above skills and experience to submit qualifications. We are looking for people who embrace the mission of customer and community service. Bilingual candidates are encouraged to submit qualifications. Please email resume, two references, and letter of interest to recruitment@capitalaccessinc.com.

Capital Access reserves the right to request more information to help evaluate applicant qualifications. Capital Access is an Equal Opportunity Employer of staff and independent contractors for professional services. Candidates will be considered regardless of race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (beyond what is required for successful job performance), membership or non-membership in an employee organization, or any other non-merit factor.

Thank you for your interest in Capital Access.