



Construction Management Assistant

May 2025

Capital Access, Inc. welcomes qualified construction professionals to apply for the Construction Management Assistant 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 integrates policy, project, compliance, construction, and financial management to improve the quality and affordability of housing and economic opportunity for lower-income communities. We provide comprehensive Home Improvement and Energy Retrofit solutions for lower income and energy burdened communities. Please see www.capitalaccessinc.com for more details.

The ideal candidate embraces our core values to be:

- ◆ Proactive
- ◆ Discerning
- ◆ Integrity-Driven
- ◆ Collaborative
- ◆ Innovative
- ◆ Kind
- ◆ Accountable

Capital Access provides production and construction management services for two countywide home repair and energy retrofit programs in Southeastern Pennsylvania that will serve 500 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 Construction Management Assistant has a strong understanding of local business codes and regulations, excellent communication skills, and the ability to efficiently navigate the permitting process. This role plays a crucial part in ensuring the timely and compliant execution of construction projects.

- Facilitate the acquisition of all necessary permits and approvals required for construction projects, including building permits, zoning variances, environmental permits, and any other relevant permits.
- Stay updated on local building codes, regulations, and zoning laws to ensure all construction activities comply with legal requirements. Proactively address any potential compliance issues that may arise during the permitting process.
- Maintain accurate and organized records of permit applications, approvals, and related documentation. Ensure that all required paperwork is completed accurately and submitted in a timely manner.
- Collaborate with internal teams, external stakeholders, and regulatory agencies to coordinate the permit application process effectively. Serve as the primary point of contact for all permit-related inquiries and communications.

Helping communities thrive.

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- Utilize relationships with regulatory agencies and other relevant entities to expedite the permitting process whenever possible. Advocate for timely approvals and resolve any issues that may cause delays.
- Provide support to construction project teams by facilitating the timely delivery of permits and approvals. Coordinate with contractors, architects, and engineers to ensure alignment on permit requirements and timelines.
- Identify potential risks and obstacles related to permitting and construction activities. Develop strategies to mitigate risks and ensure that projects proceed smoothly.
- Continuously assess and improve the efficiency and effectiveness of the permitting process. Identify opportunities for streamlining procedures and implementing best practices.
- Have an understanding of RFIs (Request for Information), submittals and change orders.
- Understand how to interpret construction drawings/blueprints.
- Conduct on-site progress inspections to ensure construction is completed on time, on budget, and according to quality standards.

Required Skills and Experience

- Excellent communication and interpersonal skills.
- Exceptional organizational and time management abilities.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Proficiency in Microsoft Office and project management software.
- Problem-solving skills and attention to detail.
- Proven experience working in permit acquisition or construction project management.
- Strong knowledge of local building codes, regulations, and zoning laws.
- Strong knowledge of the City of Philadelphia building codes, regulations, and zoning laws.
- 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.
- Candidates must reside in Delaware Valley, have a valid driver's license and vehicle to travel to home improvement project sites.
- Minimum 5 Years of Experience in Construction Management.
- Spanish fluency is most welcomed.

Employment Terms

This is a remote position that may require travel within the Delaware Valley of SE PA.

This is an Exempt, At-Will professional full-time employee position.

Compensation is set to align with experience and expertise with performance bonuses.

Capital Access welcomes candidates with the above qualifications, skills, and experience to apply. Bilingual candidates are encouraged to submit qualifications. Please email resume, two references, and letter of interest to recruitment@capitalaccessinc.com.

All duties and responsibilities listed are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

Hiring is contingent upon satisfactory results of employment and background verification. This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the business and requirement of the job change. Capital Access reserves the option to request more information as needed.

Capital Access is an Equal Opportunity Employer. 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!