



Home Repair Construction Estimator

May 2025

Capital Access, Inc. welcomes qualified construction professionals to apply for the Home Repair Construction Estimator 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 Home Improvement solutions for lower income 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 home repair and energy retrofit programs serving states and local municipalities. These programs deploy public subsidies in the form of grants or loans. We use our Capital Access, Project, Grants and Expenditure Management System (CAPGEMS) platform to remotely manage coordination, communication and collaboration among homeowners, contractors, and funders. Our team and systems provide detailed and efficient methods for production reporting and document storage for program audits.

Job Responsibilities

The Construction Estimator supports our construction management team in developing detailed scopes of work that prioritize funding source objectives for code compliance, energy efficiency opportunities, safety, and accessibility. Our construction management team includes Construction Managers, single-family residential Housing Inspectors, and Project Management Assistants. The construction management team reports to the broader program management team that includes case management and financial management. Our programs often include local third-party service inspections for lead, asbestos, radon, mold, structural engineering, title reports, and other services as needed. The estimator plays a critical role in providing Scopes of Work (SOWs) in support of Estimated Cost of Repair budgets (ECRs) in Xactimate using unit costs for labor and materials and dimensional drawings with digital images in DocuSketch. The following represent the responsibilities for the Estimator position:

- Quality Control check of housing inspection data and notes from DocuSketch
- Updating and maintaining appropriate Xactimate price data for state prevailing wage or non-prevailing wage unit pricing
- Determining when unit pricing must incorporate lead remediation or abatement costs based on certified third-party lead inspection reports
- Incorporating third-party inspection reports and developing SOW's with guidance from the Construction Manager and program policies

Helping communities heal and thrive.

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- Incorporating SOW's into CAPGEMS for prequalified General Contractor bidding to determine general conditions, profit, and overhead results
- Generates construction scopes of work, specifications, budgets and bid packages based on state and local code requirements as supported by the Construction Manager
- Provides 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 Change Orders and descoping to maintain projects within budget constraints and financial reporting requirements.

Required Skills and Experience

- Applies a sense of ownership and accountability to deliver excellence for the homeowner, contractor, and funder experience working with Capital Access.
- Apply professionalism, and persistence to help homeowners and contractors during the home improvement process so work is completed on time and on budget.
- 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 met.
- Proficient in Microsoft Office tools and eager to learn new software programs.
- Candidates must have a valid driver's license and vehicle to travel to project sites.
- Minimum 2 Years of Experience in Construction.
- Xactimate software experience
- DocuSketch software familiarity a plus but not required
- Experience with Energy Efficiency Auditing and Blower Door Testing a plus.

Employment Terms

- This is a remote position that may require occasional travel
- This is an Exempt, At-Will professional full-time employee position.
- Compensation is set to align with experience and expertise

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!