



# Inspector for Home Repair Program

May 2025

Capital Access, Inc. welcomes qualified home inspection professionals to apply for the Home 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 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](http://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

- **Inspect Residential Properties:** Conduct inspections of owner-occupied homes to ensure compliance with regulations and safety standards. Identify home Habitability, Accessibility and Energy Efficiency code compliance and functional needs.
- **Generate Scope of Work for Repairs:** Prepare detailed reports on inspection findings, noting any violations or deficiencies. Generate estimated costs of repair using Xactimate and other Digital GC tools uploaded with established unit pricing.
- **Consultation and Advice:** Provide advice and guidance to homeowners, construction managers, case managers and general contractors to bring properties into compliance with governmental standards. Consultation may include guidance on eligible activities and scope of work items as modified for each home repair program.
- **Follow-up Inspections:** Conduct follow-up inspections to ensure that safety, functionality and quality of home repair and energy retrofit work has been completed as specified. Clarify scope questions with contractors and coordinate any change order requests. Inspections may also identify necessary corrections are made to resolve any previously identified deficiencies and/or modifications in support of bi-weekly payment approval.
- **Maintain Records:** Within the CAPGEMS platform, keep detailed records of inspections, findings, and actions taken.

Helping communities thrive.

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### Skills and Experience Required

- High school diploma or equivalent and/or minimum of a professional certification course or two (2) year Housing Inspector or related job experience.
- Must embrace continuous learning as training will be provided CAPGEMS platform, whole home repair programs, DocuSketch, Xactimate, and related Digital GC Tools.
- Must be meticulous to ensure all aspects of construction meet codes and regulations.
- Takes joy in the art and science of home repair inspection, planning and oversight and the ability to follow a compliance checklist to ensure project requirements are met.
- Spanish fluency is most welcomed.
- Communication skills and commitment to contribute to our company mission to *"Do Good and Do Well"* by delivering *"Excellence, On Time with Deep Value."*

### Employment Terms

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

This position is a hybrid of frequent work on-site for case management within the Delaware Valley of SE PA and remote for administrative work. Most of the work involves visiting owner-occupied homes and construction sites, which requires physical mobility and sometimes working in adverse weather conditions. The Home Inspector must have access to a safe automobile. An allowance for mileage to and from work sites is provided. The Home Inspector must adhere to safety protocols to protect oneself from potential hazards on owner-occupied homes and construction sites.

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](mailto: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.

Capital Access is an Equal Opportunity Employer. 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.

**Thank you for your interest in Capital Access!**