



Inspector for Home Repair Program

Established in 1995 and based in Philadelphia, Capital Access provides consulting and program management services in housing and community development. Please see www.capitalaccessinc.com for more details.

Capital Access, Inc. welcomes qualified home inspection professionals to apply for the Inspector for Home Repair Program position to support our growing Home Improvement and Energy Retrofit business in the Delaware Valley of Southeastern Pennsylvania. Email your resume, two references, and a letter of interest to careers@capitalaccessinc.com.

The ideal candidate embraces our core values to be:

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|--------------------|---------------|
| ❖ Proactive | ❖ Innovative |
| ❖ Discerning | ❖ Kind |
| ❖ Integrity-Driven | ❖ Accountable |
| ❖ Collaborative | |

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

- **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. Most of the work involves visiting owner occupied homes and construction sites, which requires physical mobility and sometimes working in adverse weather conditions.
- **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.

Required Skills and Experience

- 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.
- Must adhere to safety protocols to protect oneself from potential hazards on owner-occupied homes and construction sites.
- Communication skills and commitment to contribute to our company mission to "Do Good and Do Well" by delivering "Excellence, On Time with Deep Value."
- Bilingual candidates are encouraged to apply.

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.
- Must have access to a safe and reliable automobile. An allowance for mileage to and from work sites is provided.
- Compensation is set to align with experience and expertise with performance bonuses.

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!