



Job Opening in Berryville, VA

Home Retrofit Specialist

Community Housing Partners has an immediate opening for a Home Retrofit Specialist to join our team to support CHP's energy auditing and energy efficiency home improvement activities in northern Virginia/Shenandoah Valley.

Essential duties and responsibilities include:

- Inspect homes, make physical assessments and prepare specifications for energy related repairs and improvements
- Prepare work orders and cost estimates for jobs
- Conduct inspections to monitor contractors' compliance with funding requirements, work orders, building codes and wage requirements
- Inspect all work to provide quality assurance oversight
- Mediate disputes between property owners and contractors as needed
- Prepare thorough verbal and written reports for supervisors
- Provide excellent customer service to customers, officials and business partners

Previous experience in construction is required and an understanding of structural architecture is preferred. Prior training in building science or energy efficiency retrofit is a plus. Ideal candidate must be familiar with building codes, Davis Bacon Act requirements and should possess knowledge of building materials and products used in the green retrofit industry. This position is full time with excellent benefits and requires frequent daytime and out of town travel. Please see the job description below for complete details.

To apply, please email cover letter with salary requirements and resume to Meghan McMillan at mmcmillen@chpc2.org. In addition, in order to be considered for the position, please visit our website at www.communityhousingpartners.org and complete the employment application on the Careers page. All applications must be received by December 31, 2011.

CHP is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.

Community Housing Partners Corporation

Job Title: Home Retrofit Specialist

Reports To: Project Manager, Energy Services

Classification: FLSA Exempt (Administrative Exemption)

Job Summary:

The Home Retrofit Specialist performs tasks involved in the inspection of housing structures and the preparation of specifications for energy related repairs and energy improvement work. Work includes making physical assessments and cost estimates; assisting in developing plans and specifications; conducting inspections to monitor contractors' compliance with funding requirements, work orders, plans, specifications, codes, and workmanship standards; and assisting Community Housing Partners Staff and its clients, owners, and occupants throughout the work process.

Essential Duties and Responsibilities

- Inspects residential structures to determine energy related repairs and energy improvement work required to meet funding source requirements or construction code deficiencies;
- Prepares plans, specifications and work orders for allowed and required work on residential structures;
- Prepares cost estimates of allowed and required work;
- Inspects construction and retrofit projects for compliance with workmanship standards, specifications, codes, and property retrofit standards;
- Evaluates change orders for cost to insure most effective use of funds;
- Prepares work change orders;
- Drafts and presents written and oral reports;
- Mediates disputes between property owner and contractor;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service.
- Working hours may vary, but schedule is usually Monday –Friday from 8:30 AM – 5:00 PM with a half-hour unpaid lunch break. Additional hours may be required as work demands dictate.
- Regular attendance and punctuality are required.
- Employee must provide their own reliable transportation to/from work. Company vehicles are provided for work-related travel only.

Knowledge, Skills and Abilities

- Construction codes (NBCA/BOCA or others varying by local ordinance) and industry-accepted inspection techniques.
- Davis-Bacon Act requirements
- Proficiency in evaluating existing structural architecture.
- Knowledge of common building materials and their appropriate limits, uses, and applications.
- Applied knowledge of concepts and operations for the construction and retrofit industry.
- Learn to prepare, interpret, and understand specifications, plans, contractors pay requests, and contracts.
- Work cooperatively with Community Housing Partners employees, contractors, owners, occupants, and builders
- Learn to prepare project priority lists for jobs as assigned.
- Proficient in verbal and written communications, including ability to draft documents with proper sentence structure, spelling, grammar and punctuation.
- Learn to use graphic instructions such as blueprints, layouts, or other visual aids.
- Learn to estimate labor or material costs from blueprints or work plans.
- Ability to determine compliance with prescribed operating or safety standards (visually or through industry-accepted testing practices).
- Proficient with Microsoft Office or other software for entering data or information into a PC, laptop or other keyboard device for compilation by budget and scope of work.
- Local and out-of-town travel required (with use of company vehicle) possibly a minimum of 50% of the time.

Education and/or Experience

- High School diploma or equivalent, with specialized vocational certification or Associate degree preferred
- 5 Years experience in construction or construction inspections and determination of compliance with applicable codes. Other combinations of experience and education that meet the minimum requirements may be substituted.

Environmental Factors and Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations, in accordance with the Americans with Disabilities Act ("ADA"), will be made to enable individuals with disabilities to perform the essential functions of this position. The employee must possess abilities to:

- Stand, stoop, kneel, crouch and lift/carry/manipulate loads up to 50 pounds
- Enter/work in confined spaces such as crawlspaces, attics
- Visual acuity, ability to hear and communicate verbally and in writing.
- Coordinate the movement of more than one limb simultaneously (ex; performing testing procedures while crawling or maintaining balance/coordination at heights, etc.).
- Climb ladders or steps to reach objects and perform work at heights greater than ten feet.
- Travel across rough, uneven, or rocky surfaces
- Withstand occasional exposure to noise, dust or commonly present environmental chemicals or fumes
- Proficiency with a variety of common tools and their use (including but not limited to tape measure, measuring devices, voltage tester/Ohm-Meter, and other light-construction tools)
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Possess/maintain a valid driver's license and driving record consistent with current CHP insurability guidelines.

Safety Equipment and/or Apparel required

- Employee must provide their own all-weather apparel suitable to changing climate conditions
- Employee will wear shoes with a leather outer with adequate traction/slip-resistance to meet climate and surface conditions (employer-provided steel-toe caps may be required for specified operations; see supervisor for details).
- Some operations may require use of specialized safety equipment in conjunction with OSHA requirements (including but not limited to safety glasses, hard hat, hearing protection, etc; see supervisor for details).

Safety

The employee shall adhere to the policies outlined in the CHP Employee Handbook, which may be updated at any time. Employee shall adhere to OSHA safety standards and established company safety protocols and utilize any safety equipment prescribed for particular operations. The employee should not assume that the company or supervisor is aware of potential safety hazards, and the employee has a duty to report any environmental hazards or if a health or safety concern arises.

By signing below, I indicate I have had the opportunity to review the job description, essential duties, and my responsibilities as indicated herein.	
_____	_____
(Employee Signature)	(Date)