

CHN Housing Partners
HWAP Inspector

REPORTS TO: Project Manager

POSITION SUMMARY

This position is responsible for inspecting and estimating HWAP and Housewarming assigned units for HWAP job completions, ensuring all OWPS/SWS standards are met in each home, and perform all required diagnostic testing. In addition, the individual must schedule jobs in a timely manner while providing excellent customer service, communicate with contractors and ensuring timely completion of jobs while keeping production goals as top priority.

RESPONSIBILITIES

- Contact assigned client for initial inspection.
- Perform all HWAP and State required testing to ensure a thorough inspection.
- Educate client of what is expected to occur in the home (from meeting with contractor to finalization of job, to possible monitor visit from the State of Ohio).
- Complete all paperwork (NEAT, ASHRAE 62.2, DATA COLLECTION FORM, and submit to Program Project Manager (HWAP or Housewarming).
- Contact assigned contractor to sign contracts with homeowner (City of Cleveland requirement).
- Assist with any necessary visits needed at time of contractor visits.
- Work closely with contractor and client throughout the entire job process.
- Obtain original invoices and needed signatures for job completion and compare to initial inspection during final inspection.
- Submit corrected invoices (if any) to Project Manager for close out process.
- Acquire continued education (CEU, BPI) for certifications.

QUALIFICATIONS:

- HS Diploma or equivalent
- BPI QCI Certified
- 4 year or more with a weatherization program
- Some computer skills
- Excellent customer service
- Good organizational and time management skills
- Detail and goal oriented

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to Sandra Durda at sdurda@chnnet.com or via the following link

<https://chnhousingpartners.org/employment-application/>

M/F/V/D/EOE