

**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 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.

PRODUCTION GOALS TO BE REACHED BY JUNE 30, 2019

**HWAP TEAM GOALS:**

- 33- 36 HWAP UNITS REPORTED PER MONTH (20% + Housewarming Collaborations)
- 396 - 432 UNITS PER YEAR (20% + Housewarming Collaborations)

**INSPECTOR GOALS:**

- 2 Jobs in Progress (NTP) per week/ 8 per month
- 1.5+ Jobs Completed (QCI closed and submitted for payment) per week/ 6 month/ 72 year

**RESPONSIBILITIES:**

- Contact assigned client for initial inspection.
- Perform all DOE 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 required paperwork, to include but not limited to NEAT, ASHRAE 62.2, DATA COLLECTION FORM, and submit to HWAP Project Manager or Assistant Manager.
- 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
- EA and QCI Certified
- 3 years or more with a weatherization program, HWAP preferred.
- Effective computer skills, Microsoft Office experience preferred.
- Excellent customer service
- Good organizational and time management skills
- Detail and goal oriented.
- Other duties as assigned

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