

CLEVELAND HOUSING NETWORK, INC.

HWAP Inspector

REPORTS TO: Operations 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 regular diagnostic testing. In addition, the individual must schedule jobs in a timely manner while providing excellent customer service, communicating with contractors and ensuring timely completion of jobs while keeping production goal 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 the job, to possible monitor visit from the State of Ohio)
- Complete all paperwork (NEAT, ASHRAE 62.2, DATA COLLECTION FORM, and submit to Program 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 visit.
- 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 certification

QUALIFICATIONS:

- High School diploma or equivalent
- BPI certification
- WSOS certified
- 1+ years of experience with a weatherization program
- Basic computer skills
- Excellent customer service
- Good organizational and time management skills
- Detail and goal orientated
- Must have a valid driver's license and transportation for daily inspections and trainings when necessary

If you are interested and meet the outlined qualifications, you can apply for this position by forwarding your resume and cover letter to Sandra Prokop in HR via email at sprokop@chnnet.com or mail at 2999 Payne Ave. Suite 306 Cleveland, Ohio 44114.

M/F/V/D/EOE