

## Job Description



<b>JOB TITLE:</b>	Field Quality Control Inspection Associate	<b>REPORTS TO:</b>	Field Quality Control Manager
<b>DEPARTMENT:</b>	Operations	<b>EEOC:</b>	Technicians
<b>FLSA:</b>	Non-exempt/Hourly	<b>WORK COMP CODE</b>	8720
<b>DATE ISSUED:</b>	5/25/2017	<b>JOB RESP LEVEL</b>	Associate

### About BIG

Build It Green (BIG) is a nonprofit organization of building industry thought leaders and practitioners who share a vision for better buildings and a diligence for getting results. We make a measurable difference for homes, people and the environment. To maximize our impact, we partner with thousands of building professionals, as well as industry partners, utilities, and government agencies. Learn more at: [www.builditgreen.org](http://www.builditgreen.org).

BIG offers a friendly, positive work environment and a passionate work culture. Our HQ office is located in the heart of downtown Oakland at 300 Frank H. Ogawa Plaza, Suite 620; close to BART, the 12th Street/City Center Station and AC Transit Bus lines. We offer a competitive wage and benefits package that includes medical, dental and vision insurance and 403(b) retirement savings plan with an employer match, paid holidays and time off.

### About the Position

The Field Quality Control (QC) Inspection Associate is responsible for providing Field Quality Control inspection services in support of Build It Green's (BIG) administered program implementation home inspection and testing activities. Will work independently spending up to 80% of time in the field performing home site inspections on jobs performed for BIG administered Programs utilizing Building Performance Institute (BPI) or other similar program standards. **Requires travel, primarily driving your own personal vehicle within a specified geographic area, up to 80% of time on the job. This geographical area may include travel to the nine SF Bay Area counties and may also include Santa Cruz, San Joaquin, Stanislaus, and Merced counties. Other counties may be required on a limited, as-needed basis.**

### Responsibilities and Duties

- Conduct home quality control service inspections at residential locations, including conducting combustion appliance safety and diagnostic inspections on efficiency measures installed or implemented at the home.
- Interact and communicate with customers to explain the inspection process and objectives and the benefits of home energy efficiency solutions.
- Maintain high performance standards for timely scheduling and on-time arrival, positive client relations, and field quality control protocols.
- Work safely and responsibly to avoid injuries, property damage, loss of materials and equipment. Ensure strict compliance with health and safety standards as prescribed by BPI and OSHA, including drive to and from home residences to conduct inspections as scheduled and is expected to drive safely at all times.
- Perform computer-based data entry regarding field inspection results and activities.
- Provide technical support to contractors related to job installation and best practices.
- Be responsible for administrative activities related to field verification scheduling, tracking, and reporting.
- Assist in trainings and workshops related to BIG administered programs.
- Assist in the ongoing refinement and enhancement of the QC standards, installation specifications, and QC delivery systems.
- As a team member will work cross-functionally with others to ensure high quality results are delivered.

- Coordinate with subject matter experts, trainers, and outside vendors and sub-contractors to ensure services are delivered on time and within budget and organization methods.
- Work with IT personnel on the development and maintenance of IT systems to support QC performance.
- Other duties as assigned.

### **Job Requirements**

- High school diploma or equivalent required. Some college level coursework a plus
- Minimum of 4 years of experience and a thorough knowledge of Energy Auditing, BPI Analyst, or related position.
- Minimum 4 years of experience in residential construction industry, including experience leading to a sound understanding of sustainable business practices. Experience may be in construction, home performance contracting, or a related field, particularly as it relates to heating, cooling, lighting, weatherization, and other energy-efficiency related projects.
- BPI Analyst certification required
- BPI Multifamily Certification, HERS certification and/or EPA Universal or Class II refrigerant recovery certification a plus.
- Experience conducting audits or energy assessments on single family or multifamily homes. Experience auditing/commissioning multifamily building mechanical equipment a plus.
- Intermediate proficiency with MS Office Suite and Windows operating system and CRM platforms such as Salesforce, and webinar communication programs.
- Familiarity or experience with energy modeling software (such as EnergyPro, SnuggPro, CakeSystems, Optimiser, etc) a plus.
- Excellent communications skills and ability to explain and instruct others directly, and in writing.
- Valid California Driver's License, good driving record, and access to reliable transportation.
- Must be able to provide proof of Auto Liability Insurance for private passenger vehicles as required by the California Insurance Code.
- Able to respond effectively to changing situations and sensitive inquiries or complaints.
- The ability to independently and collaboratively. As this role works independently, incumbent must be accountable.

### **Work Environment**

- Requires travel, primarily driving your own personal vehicle within a specified geographic area, up to 80% of time on the job.
- Requires periods of sitting and working at a computer and frequent use of the telephone.
- Requires occasional climbing on ladders, entering attics/crawl spaces and bending/crouching.
- Requires occasional bending and lifting of objects up to 50 pounds without assistance.
- May require overtime work and/or weekend inspections if needed. This is a non-exempt, hourly position.

### **Other**

- Mileage incurred as a result of driving your personal vehicle for company business, (excluding your regular commute to/from home to the office) is reimbursable at the IRS Standard Mileage Rate.
- Personal cell phone usage for business expense incurred is reimbursable according to the Build It Green cell phone expense reporting procedure.
- Ability to work Monday through Friday, 8 hours per day, regular schedule 9:00 a.m. to 5:00 p.m., occasional overtime.

If you have questions about this position you may contact Human Resources, Monday through Thursday 510-590-3360, Ext. 215 Please apply online directly at:

<https://www.builditgreen.org/about-us/jobs>

Thank you for your interest in employment with Build It Green