



Position: Construction Analyst

The Construction Analyst will focus on providing technical support for energy and water efficiency projects throughout the Midwest region. The Construction Analyst will be a part of Elevate Energy's Construction Team in the Technical Services and Building Technology department. This involves supporting projects throughout the project process, including energy assessments, contractor walkthroughs, bid solicitation, scope of work review, contractor coordination and quality oversight for work complete.

The position is based in Chicago but will require travel across the Midwest. The Construction Analyst will be responsible for other related duties, as required.

Accountability

The Construction Analyst will report directly to the Manager of Construction Services. The Construction Analyst will also serve as a technical reference and provide project management support to Elevate Energy's energy analysts and other program teams as needed.

Responsibilities

- Provide technical support for scope development
- Review contractor proposals, design and specification drawings for energy and water projects
- Conduct building site visits to inspect contractor installations related to energy and water efficiency upgrades
- Management and coordination of contractor relationships and performance
- Coordinate with building owners regarding scheduling, contractor installations and inspections
- Coordinate with Manager of Construction Services to resolve contractor issues, owner complaints and construction problems
- Support Elevate's contractor vetting process and performance monitoring
- Perform special projects and other duties as assigned

Qualifications/Skills

- Minimum 5 years of related work experience in general contracting and/or construction
- In-field construction/installation experience required
- Experience in developing and reviewing project scope of work
- Experience in mentoring or supervising tradespeople or contractors
- Working knowledge of weatherization measures and HVAC systems
- Experience in health and safety and/or single-family housing preferred
- Strong verbal communication skills
- Ability to work independently and within a team
- Vigor and desire to learn new processes and technologies
- Ability to use Microsoft Office suite of software
- Attention to detail and documentation
- Ability to manage numerous tasks and responsibilities



- Experience with Customer Relationship Management Software such as Salesforce or Construction Management Software preferred
- Valid Driver's License

Organization Description

Elevate Energy's mission is to deliver smarter energy use for all. Elevate designs and implements efficiency programs that lower costs, protect the environment, and ensure the benefits of energy efficiency reach those who need them most.

Anti-Discrimination Policy

Elevate Energy is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

Salary is commensurate with experience.