

Inspector

The Inspector is responsible for providing quality assurance inspections for the residential department of the Center for Energy and Environment. This includes: site visits in coordination with contractors and homeowners to inspect homes prior to and after home performance upgrades, data entry of results and findings at site visits, providing feedback in a timely and professional manner, and using a variety of energy modeling software systems. This position works closely with contractors, and homeowners as well as the internal staff working within the Residential Department. As part of the residential department team, this position will occasionally assist with overflow work as needed from other residential programs within CEE. The Inspector has no direct reports and reports to the QA & New Homes Manager.

This is a full time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long term disability insurance and a retirement plan.

Background:

CEE is a data-driven, consumer-focused, and community-based clean energy nonprofit with locations in the North Loop of Minneapolis and St. Paul's Midway. For nearly 40 years, CEE has collaborated with utilities, governments, nonprofits, and businesses to deliver actionable research and innovative programs that reduce energy waste and harmful emissions. We're proud to operate in Minnesota, a national leader in clean energy and energy efficiency.

Our staff includes creative and pragmatic environmentalists, program developers and implementers, engineers and technical experts and research professionals. Our quirky “bring your dog to work” organizational culture is professional but easy-going, with a deep emphasis on collaboration, innovation, and technical expertise.

Responsibilities:

- Perform blower door tests, IR image scans, combustion safety diagnostics, and visual inspections of contractor work as part of home performance upgrades on existing homes, including insulation and HVAC work.
- Perform detailed indoor air quality inspections for a noise mitigation program.
- Use of industry specific software, including: TECTITE, and TECLOG.
- Perform contractor and homeowner communications in a pleasant, professional, and timely manner.
- Perform accurate data entry, and report generation for tracking and feedback reporting.
- Work closely with other QA staff to ensure consistent delivery of inspection protocols and call backs.
- Perform on-site and classroom education for contractor staff in coordination with other QA staff.
- Perform energy audits for residential department as needed.
- Assist with other departmental tasks as assigned.

- Understand and adhere to corporate policies and procedures, attend trainings as requested, and read corporate wide emails and correspondence.
- Other duties as assigned

Qualifications/Job Requirements:

- Bachelor's degree or 3+ years of relevant experience in related work.
- At least 2 years of experience in residential energy efficiency.
- Working knowledge of HVAC operations and house depressurization issues.
- Basic residential program knowledge.
- Detail oriented with particular emphasis on accurate data collection.
- BPI Building Analyst or equivalent certification.
- Excellent written and oral communication skills.
- An orientation toward teamwork.
- Working knowledge of Microsoft Office Suite.
- Routinely use building science diagnostic equipment such as blower doors, duct blasters, combustion analyzers, infrared cameras, and hand tools.
- Work both independently and as a team.
- Requires ability to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders; balance; stoop, kneel and talk or hear. The employee must occasionally lift or move up to 50 pounds.
- Develop and maintain a professional office environment and appearance (factors include: cleanliness, attire, positive attitude).
- Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Work will include occasional outstate travel including over-night stays.
- Primary working hours must occur on-site and during CEE's business hours. Employee will occasionally be required to work early mornings, nights and weekends but with advanced notice.
- Must be able to work outside in all weather conditions.
- Must have a valid driver's license, good driving record, and access to reliable transportation, including capacity to transport equipment as needed. Strong preference is for access to a vehicle.

Compensation

Dependent upon qualifications and experience.

How to Apply

Email or fax cover letter and resume to Human Resources:

Inspector Position
Center for Energy and Environment

212 3rd Avenue North, Suite #560
Minneapolis, MN 55401

Resume_Submissions@mncee.org
FAX 612-335-5995

Equal Opportunity Employer

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Compensation Rate at Date of Signature: _____

Employee Name _____

Employee Signature _____ Date _____

Supervisor Name and Title _____

Supervisor Signature _____ Date _____