

Building Performance Specialist

Building Performance Services - Independent Contractor (1099)

Reports To: Assigned Program Manager(s)

Location: Philadelphia and surrounding service areas, with occasional travel as required.

About Energy Coordinating Agency (ECA)

Founded in 1984, Energy Coordinating Agency (ECA) is a leading nonprofit organization dedicated to helping people conserve energy and promote a sustainable and socially equitable future for all.

Each year, ECA serves thousands of households through innovative energy efficiency, healthy homes, workforce development, utility assistance, and climate resilience initiatives. Working in partnership with federal, state, local, utility, and philanthropic organizations, ECA develops and delivers comprehensive solutions that reduce energy costs, improve housing quality, increase occupant comfort and safety, create career pathways, and strengthen communities.

The Building Performance Services Department applies sound building science principles to improve the efficiency, health, safety, durability, and resilience of residential housing. Our work supports weatherization, electrification, healthy homes, decarbonization, and whole-home performance initiatives throughout the communities we serve.

Position Summary

Energy Coordinating Agency is seeking experienced, motivated, and customer-focused Building Performance Specialists Independent Contractor (1099) to provide residential energy assessments, building performance audits, quality assurance inspections, technical consulting, and related field services across multiple residential energy efficiency and housing programs.

This independent contractor position offers the opportunity to work on a diverse portfolio of federally, state, utility, and privately funded initiatives. Specialists evaluate residential buildings as complete systems, identify opportunities to improve energy efficiency and occupant comfort, recommend cost-effective Energy Conservation Measures (ECMs), and ensure compliance with applicable technical and program standards.

The successful candidate combines technical expertise with outstanding customer service and a genuine commitment to improving the lives of the individuals and communities ECA serves.

Compensation

This is an **Independent Contractor (1099)** position.

Compensation is competitive and based upon a negotiated Schedule of Fees for services performed.

Assignments may include residential building performance assessments, quality assurance inspections and QCIs, final inspections, technical consultations, field verification activities, and other technical services performed across multiple ECA programs.

Work assignments are offered based upon program needs, contractor qualifications, certifications, and availability. Compensation rates are commensurate with the complexity of each assignment and applicable program requirements.

A detailed Schedule of Fees will be provided to qualified contractors upon engagement.

Essential Responsibilities

Residential Building Performance Assessments

- Conduct comprehensive residential building performance assessments using nationally recognized building science principles and applicable program standards.
 - Evaluate building envelope systems, insulation, air leakage, ventilation, moisture conditions, HVAC systems, domestic hot water systems, lighting, appliances, and other energy-consuming components.
 - Assess combustion appliances for efficiency, operation, and occupant safety.
 - Identify opportunities to improve energy efficiency, building durability, indoor air quality, occupant comfort, and overall housing performance.
 - Identify health and safety conditions that may affect weatherization or energy improvement work.
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Diagnostic Testing

Operate and interpret results from industry-standard diagnostic equipment, including:

- Blower Door
 - Digital Manometer
 - Combustion Analyzer
 - Infrared Camera (when applicable)
 - Moisture Meter
 - Gas Leak Detection Equipment
 - Pressure Pan
 - Other approved building performance diagnostic equipment
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Work Scope Development

- Develop complete and accurate work orders and technical specifications.
 - Recommend cost-effective Energy Conservation Measures (ECMs).
 - Identify required health and safety improvements.
 - Document existing building conditions through written reports, measurements, photographs, and supporting documentation.
 - Coordinate with contractors, inspectors, and program staff to ensure technical accuracy and successful project implementation.
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Quality Assurance & Inspections

- Conduct quality control inspections and final inspections, as assigned.
 - Verify completed work complies with applicable program standards and ECA quality requirements.
 - Identify deficiencies and recommend corrective actions.
 - Ensure completed projects satisfy federal, state, utility, and ECA performance standards.
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Customer Education

Serve as a trusted technical resource by educating homeowners regarding:

- Energy conservation strategies
- Efficient operation of heating and cooling systems
- Moisture management
- Indoor air quality

- Healthy homes principles
- Home maintenance best practices
- Available ECA programs and services

Communicate technical information in a respectful, professional, and understandable manner.

Documentation & Compliance

- Complete accurate electronic and written documentation.
 - Enter assessment findings into program software and databases.
 - Prepare complete electronic project files.
 - Ensure compliance with all applicable funding requirements, technical standards, and program guidelines.
 - Meet established productivity, quality assurance, and reporting expectations.
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Professionalism & Safety

- Follow OSHA regulations and ECA safety policies.
 - Maintain diagnostic equipment in proper operating condition.
 - Maintain confidentiality of client information.
 - Represent ECA professionally while working in occupied homes and communities.
 - Participate in required technical training and continuing education.
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Programs Supported

Building Performance Specialists may provide services under a variety of ECA initiatives, including but not limited to:

- U.S. Department of Energy Weatherization Assistance Program (WAP)
- Utility-sponsored energy efficiency programs
- Built to Last
- Healthy Homes initiatives
- Residential electrification programs
- Heat pump programs
- Home Performance initiatives
- Climate resilience projects

- Pilot and demonstration programs
 - Other residential building performance initiatives administered by ECA
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Required Qualifications

- High school diploma or equivalent.
 - Minimum of two (2) years of professional experience in residential energy auditing, weatherization, HVAC, building performance, residential construction, or a closely related field.
 - Working knowledge of:
 - Building science principles
 - Residential construction methods
 - Heat transfer
 - Air infiltration
 - Moisture dynamics
 - Combustion safety
 - Residential HVAC systems
 - Building envelope systems
 - Healthy Homes Principles
 - Experience operating residential diagnostic equipment.
 - Valid driver's license and reliable transportation.
 - Ability to work independently with minimal supervision.
 - Strong written, verbal, and interpersonal communication skills.
 - Proficiency using computers, tablets, Microsoft Office applications, and applicable field software.
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Preferred Certifications

One or more of the following certifications is strongly preferred:

- BPI Building Analyst Technician (BA-T)
- BPI Building Analyst Professional (BA-P)
- BPI Energy Auditor
- BPI Quality Control Inspector (QCI)
- BPI Healthy Homes Principles
- OSHA 10-Hour Construction
- EPA Lead Renovation, Repair and Painting (RRP)
- Other nationally recognized building performance certifications

Knowledge, Skills & Abilities

Successful candidates will demonstrate:

- Strong analytical and diagnostic abilities.
- Excellent problem-solving skills.
- Professional judgment and attention to detail.
- Outstanding customer service skills.
- Ability to communicate technical concepts to diverse audiences.
- Excellent organizational and time-management skills.
- Ability to manage multiple assignments effectively.
- Commitment to serving diverse communities with professionalism, integrity, compassion, and respect.

Physical Requirements

This position requires the ability to:

- Lift and carry up to 50 pounds.
- Bend, kneel, crawl, squat, and work in confined spaces.
- Climb ladders and access attics, basements, crawlspaces, and rooftops.
- Work indoors and outdoors in varying weather conditions.
- Safely operate diagnostic equipment and hand tools.
- Drive throughout assigned service areas.

Independent Contractor Requirements

To be eligible for engagement, selected contractors must:

- Meet all requirements for independent contractor (1099) status under applicable federal, state, and local laws.
- Maintain all required business licenses, professional certifications, and insurance coverage, including Workers' Compensation (if applicable), Automobile Liability, and General Liability insurance, in amounts acceptable to ECA.
- Maintain reliable transportation and a valid driver's license.

- Successfully complete all required background checks, program-specific clearances, and any other eligibility requirements established by ECA or its funding partners.
 - Submit accurate, itemized invoices and all required supporting documentation in accordance with ECA's invoicing and payment procedures.
 - Maintain all certifications, licenses, and continuing education required by applicable programs throughout the term of the engagement.
 - Perform all contracted services in accordance with applicable program guidelines, ECA quality standards, and all federal, state, and local regulations.
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Why Join ECA?

At Energy Coordinating Agency, our work extends far beyond improving the energy efficiency of homes. Every assessment, every inspection, every client interaction, and every project represents an opportunity to improve lives, strengthen communities, and advance a more sustainable and socially equitable future.

As a Building Performance Specialist, you will join a respected team of professionals committed to technical excellence, innovation, customer service, and meaningful community impact. Your expertise will directly contribute to healthier homes, lower energy burdens, safer housing, and stronger neighborhoods throughout the communities we serve.

Our Culture

At ECA, we believe our greatest strength is our people.

We are committed to fostering a workplace where every employee, contractor, client, partner, and community member is treated with dignity and respect. **Integrity is the foundation of every decision we make and every relationship we build.** We value professionalism, accountability, collaboration, innovation, and compassionate service.

We seek individuals who share our commitment to excellence and who believe that meaningful work is measured not only by what we accomplish, but by the positive difference we make in the lives of others.

If you are passionate about improving homes, strengthening communities, and serving others with integrity, we invite you to become part of the ECA team.

Energy Coordinating Agency is an Equal Opportunity Employer and Contractor. ECA is committed to providing equal employment and contracting opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable law.