



## **Independent Contractor**

This is an opportunity to join an energetic and growing company!

In this role you will have the benefit of working independently and interacting with our clients by performing residential home inspections and reporting the results back to the home office. As an Independent Contractor, a current HERS Rater or Ratings Field Inspector certification is mandatory, and travel is required. We encourage you to review the skills, responsibilities, and functions below, and look forward to receiving your application.

### **ESSENTIAL FUNCTIONS**

- Utilize building science and knowledge gained from RESNET approved courses (Rater/RFI training) to perform field verification and testing
- Provide exceptional customer service as per SkyeTec standard
- Maintain a professional appearance and demeanor at all times
- Attend SkyeTec meetings, webinars, and training as scheduled
- Ability to work independently while communicating (by phone and email) inspection and customer updates throughout the day with the Scheduling Department
- Defers all Scheduling inquiries from SkyeTec customers to the Scheduling Department
- Responds to calls and emails in a timely manner as per company standard
- Drive to and from a variety of jobsites within established territory and assist in neighboring territories as requested
- Use calibrated (blower door/duct blaster) equipment to complete field inspections
- Communicate customer and technical concerns to SkyeTec Management
- Use SkyeTec proprietary mobile application to submit all inspection results, as well as other inspection/code forms provided. Leaves completed code forms at jobsite when required
- Diagnose issues leading to a Failed inspection while at the jobsite and provide detailed feedback as per company standards
- Use a Windows tablet (compatible with SkyeTec Mobile App)
- Adheres to company Safety and Inspection protocols; includes proper and prompt reporting procedures

### **REQUIREMENTS ADDITIONAL RESPONSIBILITIES**

- Good driving record with no more than 3 points
- Able to work an often rigorous schedule due to the nature of fluctuations in business volume
- Ability to manage work for multiple projects and clients
- Comprehensive computer skills (Microsoft Office Products)
- Ability to work independently and in a team environment
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals
- Ability to input data effectively in Microsoft Excel and Adobe pdf
- Ability to effectively communicate with a wide range of customers

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to apply concepts of basic algebra and geometry
- Ability to define problems collect data, establish facts, and draw conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables



When Buildings Talk, We Listen.

- Able to work effectively in fast pace loud noisy environment
- Must be able to bend and stoop
- Must be able to work within confined spaces at times such as attics, basements, small rooms etc.
- Must be able to climb ladders with 3 points on ladder at all times
- Must be able to sit for prolonged periods of time
- Must be able to work in extreme weather conditions (heat, rain, cold, etc.)
- Must be able to lift up to 50 pounds (equipment)
- Capable of safely driving within areas of responsibility
- Must be able to have use of hands, arms to reach, handle and feel items

#### **EDUCATION AND EXPERIENCE**

- High school or general education degree equivalent
- Six months to one year related experience and/or training; or equivalent combination of education and experience