



Building Science & HVAC Trainer

Community Housing Partners' Energy Solutions Training Center is pleased to announce an opening for a new Building Science & HVAC Trainer to customize training design for specific Training Center clients, assist in the design and development of general building science & HVAC training materials, research industry best practices, and provide technical assistance to the Weatherization network. The position also designs the construction of appropriate training props and demonstrations. This position requires initiative/self-starter abilities and demonstrated skill in prioritizing work with multiple projects simultaneously in a fast-paced environment. Position includes up to 50% travel, and occasional weekend and/or evening hours.

Essential Duties and Responsibilities

- Provides classroom and field training, meeting the requirements of the training contract with the Virginia Department of Housing and Community Development (DHCD).
- Develops and delivers basic and advanced HVAC courses and provides field mentoring for HVAC technicians in residential applications.
- Trains others to perform energy audits, inspections and quality assurance assessments using diagnostic equipment, to include the Blower Door, Duct Blaster, Pressure Pan, CO Analyzer, Infrared Camera, and National Energy Audit (NEAT) and Mobile Home Energy Audit (MHEA) tools.
- Proctors Building Performance Institute certification exams following required guidelines.
- Provides technical assistance to Weatherization agency network clients via phone.
- Responsible for design, implementation and delivery of special projects, including creation and monitoring of project budgets.
- Perform other essential functions as assigned by Vice President.
- Must be willing to wear appropriate PPE and use appropriate safety procedures as prescribed by OSHA

The successful candidate must meet the following requirements in order to be successful in the position:

Knowledge, Skills and Abilities

- Good communication skills, both verbal and written, and ability to interact and communicate with individuals at all levels of the organization and all levels of customers.
- Ability to accurately perform intermediate mathematical functions as required to direct training.
- High level of interpersonal skills to handle sensitive student situations.
- Ability to troubleshoot with technicians and to research solutions as required.
- Good working knowledge of a variety of computer hardware and software applications in word processing, spreadsheets, presentation software, with willingness to master new software applications.

Education and/or Experience

- High School degree of GED required; Associate or Bachelor's Degree in Construction Trades/Building Technology, Instructional Technology, or related field preferred.
- Virginia Master Mechanical License.
- Two years of project management and classroom field training experience preferred.
- 5 years installation/ service experience preferred.
- Proficient with Heat Pump Installation.
- Proficient with various types of gas, oil and electric heating systems.
- Ability to convey complex heating and cooling system sequences and performance fluidly.
- Ability to diagnose and troubleshoot gas, oil, electric heating systems and heat pumps.
- Universal EPA 608 certification.
- Knowledge of mechanical codes.
- Ability to develop course materials for new classes.
- Ability and proficient with HVAC Load Calculations to include Manual J, S, D, and T.
- Knowledge of vent sizing and materials.

Physical Capabilities

- Stand, stoop, kneel, crouch and lift/carry/manipulate loads up to 50 pounds.
- Enter confined spaces such as crawlspaces, attics to inspect work performed by technicians.

This position offers a positive and creative work environment, competitive salary, and benefits including health/dental/life/disability insurances, generous paid leave, retirement plan with company contribution, and more. To apply for this position, please complete our online application at www.communityhousingpartners.org/jobs and attach cover letter and resume. Community Housing Partners is an Equal Opportunity Employer