



## Institute for Building Technology and Safety

**Position/Title:** Energy Efficiency Quality Control Inspector

**Department:** Energy, Sustainability, and Resiliency

**FLSA:** 1099

**Reports To:** ESRD Program Managers

**Location:** New York - multiple locations: Buffalo, Syracuse, Binghamton, Albany, Adirondacks, Poughkeepsie, Ronkonkoma

### **Overview:**

Bring your passion, expertise, and experience to IBTS

The Institute for Building Technology and Safety (IBTS) is a 501(c) (3) non-profit organization that was established to provide unbiased professional building code compliance services, while enhancing the communities in which we work. At IBTS, our mission is to deliver quality services to meet the challenges of governance at all levels while enhancing public safety, economic development, and the general welfare of the community. Our services include Building and Community Development, Energy and Sustainability Services, Disaster Planning and Recovery, Quality Assurance, as well as Compliance and Risk Monitoring.

IBTS is headquartered in Ashburn, VA, with additional offices in Louisiana, Missouri, New York, Oklahoma, Texas and Washington, DC.

We are committed to building a community of experts with diverse backgrounds, disciplines, and perspectives who are passionate about our mission. IBTS is proud to be an Equal Opportunity and Affirmative Action Employer that is committed to hiring a diverse and talented workforce. S3 Residence, disability, and veterans encouraged to apply.

The Energy Efficiency Quality Control Inspector will perform residential whole-house diagnostics, comprehensive energy assessments, and verification of installed measures in support of the New York State Energy Research and Development Authority (NYSERDA) home performance programs.

### **Key Responsibilities:**

- Ensure compliance with Program requirements, contract terms, and Ethics Policies.
- Attend regularly scheduled internal (IBTS) trainings.
- Demonstrate proficiency with all necessary energy efficiency diagnostic equipment and inspection procedures.
- Maintain all necessary certifications required for inspections.
- Utilize specialized software to identify appropriate site inspections and schedule inspections.
- Utilize specialized software to obtain necessary documents for use in inspection services including completed job paperwork for reference and creation/use of inspector intake form.
- Perform desk review of completed projects using appropriate documentation and jobsite photographs as directed by managers.
- Confirm inspection appointments with homeowner.
- Maintain calendar/schedule on daily basis to ensure accurate and timely tracking of availability for inspections.



- Perform comprehensive field diagnostics and measure evaluation inspection services on an as needed basis to ensure compliance with industry standards and program requirements.
- Submit all necessary findings and scoring for Quality Manager (QM) review and approval.

**Competencies:**

- Effective verbal and written communication skills at all levels in the organization.
- Sense of urgency and ability to prioritize tasks.
- Ability to multitask and stay organized.
- Ability to utilize/navigate computer software systems for tracking projects.

**Qualifications:**

- BPI Building Analyst Certification required.
- Minimum of 3 years of related experience required.
- Working knowledge/experience in Microsoft Word and Excel strongly preferred.
- A college degree is preferred.