

CHN HOUSING PARTNERS

Inspector II ESD

We are a growing non-profit organization based in Cleveland, Ohio that offers its employees a comprehensive benefits package, opportunities to grow within the organization, and the ability to improve the communities we serve.

CHN Housing Partners: CHN is a highly seasoned, nonprofit affordable housing developer, housing service provider and residential mortgage lender that works with its partners to solve major housing challenges for low-income people and under-served communities. Through our partnerships we have developed over 7,000 affordable homes, and each year serve over 60,000 families through a wide array of housing services.

We work in Ohio and neighboring states, including Michigan, to preserve and expand affordable housing, and build equitable communities. By investing in affordable housing, we are investing in families, communities, and the economy. We are investing in the power of the permanent address.

[Please click here to learn more about our Core Values and how they drive our mission and define who we are.](#)

CHN offers the following benefits to its employees: Medical (including dental and vision options), Vacation, Personal and Sick Leave; Paid Maternity/Paternity/Adoption Leave; Paid Holidays; Life Insurance; 401K Plan, and Tuition Reimbursement.

Position Summary: This position is responsible for inspecting and estimating HWAP and Housewarming assigned units for HWAP job completions, ensuring all OWPS/SWS standards are met in each home, and performing all required diagnostic testing.

In addition, the individual must schedule jobs in a timely manner while providing excellent customer service, creating work orders, communicating with contractors and ensuring timely completion of jobs while keeping production goals as top priority.

A comprehensive list of essential duties and responsibilities can be found below.

The rate of pay for this position is \$50,000 per year (paid at an hourly rate of \$24.03 per hour, FLSA Non-Exempt).

Essential Duties and Responsibilities:

- Contact assigned client for initial inspection.
- Perform all HWAP and State required testing to ensure a thorough inspection.
- Educate client of what is expected to occur in the home (from meeting with contractor to finalization of job, to possible monitor visit from the State of Ohio).
- Complete all required paperwork (NEAT, ASHRAE 62.2, DATA COLLECTION FORM) and submit to Program Project Manager (HWAP or Housewarming).
- Assist with any necessary visits needed during contractor visits.
- Work closely with contractors and clients throughout the entire job process.
- Obtain original invoices and needed signatures for job completion and compare them to initial inspection during final inspection.
- Submit corrected invoices (if any) to the project manager to initiate the closing out process.
- Acquire continued education (CEU, BPI) for certifications and attend training as necessary.

Education and/or Work Experience Requirements:

Required:

Education:

- High school diploma or equivalent

Experience:

- 1+ years of experience with a weatherization program

Skills:

- BPI Certified
- QCI Certified (for final inspections)
- WSOS Certified
- Some computer skills
- Excellent customer service
- Good organizational and time management skills
- Detail and goal oriented

Other:

- Valid driver's license, automobile insurance and reliable transportation
- The above is required for daily inspections and training when necessary

Working Conditions and/or Physical Requirements:

- Ability to perform essential job functions consistent with ADA, FMLA, and other standards.
- Regular and punctual attendance consistent with ADA, FMLA, and other standards.

Why Should You Apply?

- You want to be part of an organization where the work you do will have a positive and lasting difference in the community.
- Great benefits.
- Opportunities for on-the-job training and/or professional development for advancement.

M/F/V/D/EOE