



Position: Construction Analyst

The Construction Analyst will be a part of Elevate Energy's Construction Team in the Technical Services and Building Technology department. Primary responsibilities will focus on providing technical support for energy and healthy homes projects throughout the Chicagoland region. This includes energy and health and safety assessments, contractor walkthroughs, scope of work development, contractor proposal review, contractor coordination, and quality oversight for work complete. The Construction Analyst will also serve as a technical reference and provide project management support as needed.

The position is based in Chicago but may require travel throughout the Midwest.

Accountability

The Construction Analyst will report directly to the Manager of Construction Services for Elevate Energy and will work closely with the entire Technical Services and Building Technology department, as well as project and program managers.

Responsibilities

- Identify energy efficiency and health and safety opportunities in residential buildings.
- Provide technical support for project scope development.
- Review contractor proposals for energy efficiency and health and safety projects.
- Conduct building site visits to inspect contractor installations. Manage and coordinate contractor relationships and performance.
- Coordinate with building owners regarding scheduling, contractor installations and inspections
- Support the resolution of contractor issues, owner complaints and construction issues.
- Support Elevate's contractor vetting process and performance monitoring.

Qualifications/Skills

- In-field construction/installation experience required.
- Experience in developing and reviewing project scope of work.
- Experience in mentoring or supervising tradespeople or contractors.
- Working knowledge of weatherization measures and various HVAC systems.
- Experience in health and safety and/or single-family housing preferred.
- Experience in lead abatement project requirements preferred.
- Strong verbal communication skills.
- Ability to work independently and within a team.
- Vigor and desire to learn new processes and technologies.
- Ability to use Microsoft Office suite of software.
- Attention to detail and documentation.
- Ability to manage multiple tasks and responsibilities.
- Experience with Customer Relationship Management Software such as Salesforce or Construction Management Software preferred.



- Valid Driver's License.

Organization Description

Elevate Energy's mission is to deliver smarter energy use for all. Elevate designs and implements efficiency programs that lower costs, protect the environment, and ensure the benefits of energy efficiency reach those who need them most.

Anti-Discrimination Policy

Elevate Energy is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

This is an Exempt position.

Employee Signature

Date

Supervisor Signature

Date