



Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

Field Inspector – Weatherization Assistance Program

New York City

This is a temporary position. The term for this position is expected to run through November 30, 2022 but may end sooner or be extended at the discretion of New York State.

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high-quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law, and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical, and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent, and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

Position Summary: Working under the direction of a WAP Program Manager and/or a Regional Supervisor, the Field Inspector must possess strong technical knowledge of weatherization and building sciences and become familiar with WAP requirements and techniques. The Field Inspector must be able to perform inspections in a timely manner to help HCR meet the goals of WAP and the American Rescue Plan Act.

Duties:

- Field Monitoring
 - a. Conduct scheduled visits to assigned subgrantees worksites and field offices to ensure compliance with applicable rules and quality of completed work.



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- b. Conduct, at a minimum, quarterly reviews of all files, records, and documents relative to Weatherization Program and agency
 - c. Perform on-site inspections (Quality Control Inspections) of at least 10% of all weatherized units to be certified to assure that work is complete and of acceptable quality.
 - d. Report deficiencies to subgrantee and supervisor and take appropriate follow up action.
 - e. Monitor and review subgrantee procurements to conform with WAP policies and procedures.
 - f. Responsibly monitor and assess subgrantees to confirm that federal funds are being spent appropriately and effectively, and that production goals are met.
- Communicating and Reporting
 - a. Prepare and submit complete and accurate field reports on each visit within one week of the completion of the visit.
 - b. Meet with and interview agency personnel for the purpose of monitoring agency performance. Exit interview with Weatherization and/or Executive Director must be conducted at the end of a field visit and a field report must be signed by one or both.
 - c. Assist agencies in formulating budgets, amendments, and proposals. Prepare and submit these with other materials such as itineraries, weekly reports, and special reports as requested by Supervisor.
 - Training and Technical Assistance
 - a. Provide training and technical assistance on weatherization issues where possible.
 - b. Receive training to stay current with technical improvements in building science and weatherization and earn necessary credentials and titles.

This position may require travel through-out NY State at times.

Minimum Qualifications and Desired Skills:

- Should be certified by the Building Performance Institute (BPI) to perform quality control inspections (QCI) and have other weatherization-related BPI certifications.
- Must be familiar with the use of diagnostic and safety equipment related to energy auditing and QCI (blower door, infra-red technology, CO monitors, etc.).
- Must have a building science background with at least 2 years of demonstrated work experience in the field.
- Should have experience with MS Office Suite, such as Word and Excel, and be able to learn and utilize the weatherization databases related to the position.
- Should be able to communicate effectively, both written and verbally.
- Should have the ability to train individuals and organizations in weatherization techniques.
- Must have the ability to acquire Weatherization knowledge through training provided by NYS and its training vendors and to remain current on new techniques and technology developments.
- Must be able to meet deadlines and work with a team to meet program requirements.
- Must be able to travel within NYS, including overnight travel.

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness.
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
- Promotional opportunity for dedicated professionals.



Homes and Community Renewal

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Applicants must include resume and cover letter.

New York State is an Equal Opportunity Employer (EOE)