



Do you want a career doing work that changes lives? Do you have a desire to have an impact on your community?

Join CEDA, the Community & Economic Development Association of Cook County, as we serve over 200,000 residents each year!

Title: Multi-Family Building Analyst

Company: CEDA

Website: <https://www.cedaorg.net/>

Compensation: Commensurate with experience

Classification: Full Time; Non-Exempt

Reports to: Multi-Family Operations Manager

Supervisor Responsibilities: No

Location: CEDA Central at 567 W. Lake in Chicago, IL

Schedule: 8:30a – 5:00p; some nights and weekends as necessary; schedule subject to change based on program needs

Purpose: The Multi-Family Building Analyst (MFBA) conducts energy audits and performs overall building performance evaluations of multifamily buildings. Examines the relationship between the building's various systems and applies knowledge and skills to complete comprehensive evaluations of existing buildings to make prioritized recommendations that improve occupant health, safety, and comfort, as well as the building's energy efficiency and durability.

Responsibilities:

- Understand and comply with Illinois Home Weatherization Assistance Program (IHWAP) guidelines, regulations, policies and programmatic procedures. Execute daily program functions in compliance with CEDA internal operating policies and procedures.
- Conduct field visits to potential Multi-Family Projects and assess feasibility Study based on project and programmatic guidelines.
- Perform whole building analytics and diagnostics, accurately assess data and enter into the state's Approved Multi-Family Energy Modeling Software. Analyze energy modeling results and design a scope of work based on software outputs.

- Work with CEDA's Contractors and Sub-contractors to ensure project protocols and processes are properly implemented and executed.
- Accurately compile information about Multi-Family structures for Energy Audits: including but not limited to: construction type, dimensions of building, spaces within the building, and types of building components.
- Perform infield work-in-progress monitoring of both Architectural and Mechanical Contractors to ensure they are following all state, federal, county, city and CEDA codes, policies and protocols.
- Together with the Multi-Family Project Supervisor and Multi-Family Operations Manager, plans the various stages of project implementation and sets direction by prioritizing and organizing activities and resources to achieve project objectives.

Qualifications:

- Bachelor's degree preferred or 5 year of successful Mechanical Engineering /Construction/Project Management experience
- Must be certified by the State of Illinois or become certified after participating in training given by the State of Illinois and CEDA within one year of employment.
- Home Energy Professional & Building Performance Institute Certifications a plus
- Multi-Family Quality Control Inspector, OSHA (10, 30, 40-hr) Training a plus
- Must have knowledge of industry standards and safety regulations: OSHA, ANSI, NFPA and EPA rules and regulations.
- Must poses knowledge in: OMB Uniform Guidance, Organizational Standards, ROMA, 2CRF-200 and 10CFR-440 regulations and compliance.
- Bilingual language abilities preferred but not required (English/Spanish)
- Experience in a nonprofit, social service organization, or a Community Based Organization (CBO) is a plus
- Proficient in MS Word, Excel, Access, Outlook, SharePoint, Internet (Explorer, Mozilla, Chrome)
- Experience working with various socioeconomic populations is a plus

Benefits: Medical, Dental, Vision, Life, 401K, and other benefit options

CEDA is proud to be an equal opportunity employer and drug free workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. CEDA will provide reasonable accommodations for qualified individuals with disabilities.

This job description is not intended to represent a complete list of all duties and responsibilities. There may be unplanned activities and other duties assigned.