

**Building Performance Institute, Inc.**  
**Technical Project Manager Job Description**

**Job Title:** Technical Project Manager  
**Department:** Standards  
**Reports To:** National Technical Director  
**FLSA Status:** Exempt

**Summary:** Leverages significant field experience in home energy retrofits, project management skills, and technical writing ability to manage technical projects. Leads the development of technical resources, standards, and guidelines aligned with BPI's mission to improve home comfort and energy efficiency and to create and maintain safe and healthy home environments.

**Duties and Responsibilities:** The Technical Project Manager provides project planning and management for established initiatives, including development of standards for the home performance industry, certification exams, and technical resources. The Technical Project Manager will ensure that projects are completed to specification within the established time frame and budget. Responsibilities include managing workflows that involve both staff and external Subject Matter Experts. Other duties may be assigned.

- Exam Development (written & field): Job Task Analysis, Validation Studies, Certification Scheme development, Beta testing, Test item development
- Assist in Exam Maintenance: Exam test item security, Analysis of exam results, Inter-rater reliability evaluation, Test question analysis (psychometric evaluation), Field test review and updating, Task Analyses
- Standards Development: Standards Technical Committee support, Working Group support, technical input
- Technical Resources Development: Research and develop Technical Guidelines, articles, and papers
- Committee Management: Provide technical and administrative support to committees of Subject Matter Experts, assist in managing committees to maintain an engaged, collegial, and productive group
- Assist in Maintaining ANAB and ANSI Accreditation: Adherence with ISO 17024 requirements, Compliance with accreditation application process, Policy and procedures development and maintenance

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equal Opportunity Employment**

We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sex, and any other characteristic protected by applicable law. We believe that diversity and inclusion among our teammates is critical to the success of our mission, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

**Education/Experience:**

Minimum: High School Diploma Preferred: Associates or bachelor's degree. Significant field experience in the home performance industry required, including diagnostic testing, energy modeling, and work scope development. Four to six years related experience and/or training in the Certification field; or equivalent combination of education and experience. Experience in technical writing preferred.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to author reports, business correspondence, and procedure manuals

**Communication Ability:**

Ability to effectively present information and respond to questions from groups of managers, clients, customers, subject matter experts, and the general public. Ability to productively lead groups to understanding and agreement on complex subject matter.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Proficient with calculations commonly used in building energy diagnostics and energy modeling.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should be confident with Microsoft Office, CRMs, and other software systems commonly used for remote work.

**Supervisory Responsibilities:**

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

This position is fully remote.

**Travel:**

This position involves national travel estimated at 5% of the time.