



Job Title: Project Manager-Building Science Trainer I
Ultipro Code: PRMGBST
Reports to: Training Center Director
Classification: Exempt
Worker's Compensation Code: 9012
EEO Code: 2-Professionals

Job Summary

The Training Center Project Manager-Trainer customizes training design for specific Training Center clients, assists in the design and development of general building science training materials, engages in research of industry best practices, and provides technical assistance to the Weatherization network. The position also designs and construction of appropriate training props and demonstrations. With duties of a professional nature, the position requires initiative/self-starter abilities, demonstrated skill prioritizing work with multiple projects simultaneously in a fast-paced environment. Working hours may vary with project load, but customary business hours are Monday – Friday from 8:00am-5:00pm, with a one-hour lunch break. Overnight and daytime travel is required, as well as occasional evening and weekend hours.

Essential Duties and Responsibilities

- Provides Building Science and Energy Efficiency classroom and field training for clients and funders
- Trains others to perform energy audits, inspections and quality assurance assessments using diagnostic equipment, to include the Blower Door, Duct Blaster, Pressure Pan, CO Analyzer, Infrared Camera, and National Energy Audit (NEAT) and Mobile Home Energy Audit (MHEA) tools.
- Proctors Building Performance Institute certification exams following required guidelines.
- Provides technical assistance to Weatherization agency network clients via phone.
- Responsible for design, implementation and delivery of special projects.
- Perform other essential functions as assigned by supervisor.

Knowledge, Skills and Abilities

- Good communication skills, both verbal and written, and ability to interact and communicate with internal and external stakeholders (CHP employees, funders, students, etc.)
- Excellent presentation skills and ability to communicate information effectively in front of diverse student groups.
- Ability to accurately perform intermediate mathematical functions as required to direct training.
- High level of interpersonal skills to handle sensitive student situations.
- Ability to troubleshoot with technicians and to research solutions as required.

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- Good working knowledge of a variety of computer software applications in word processing, spreadsheets, presentation software, with willingness to master new software applications.
- Ability to operate computers and standard presentation/AV equipment.
- Maintain a valid driver's license and driving record consistent with current CHP insurability guidelines.

Education and/or Experience

- High School degree of GED required; Associate or bachelor's degree in Construction Trades/Building Technology, Energy Efficiency, or related field preferred.
- 2 years or more of classroom or field training experience preferred.
- Baltimore trainers must be BPI Certified in EA and QCI or have the ability to do so within 3 months

Environmental Factors and Physical Requirements:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job; however, the physical demands described are not a comprehensive list and additional tasks may be assigned to the employee from time to time and may change as necessitated by business demands. Upon request, reasonable accommodations, as required under the Americans with Disabilities Act ("ADA"), will be made to qualified individuals.

The employee must possess:

- Physical stamina to work occasional evening and weekend hours as workload dictates.
- Ability to travel, including but not limited to automobile and air travel, up to 50% of the time.
- Ambulatory abilities sufficient to enable employee to move about job-sites to work or inspect projects, including multi-story facilities where elevators are not present as well as areas with uneven, rough or rocky terrain.
- Ability to stand, stoop, kneel, crouch, and climb ladders in order to access crawl spaces, attics, etc. to perform training and inspect work performed by others.
- Ability to lift/carry/manipulate moderate to heavy loads.
- Must have small motor dexterity to type and use customary administrative equipment (desktop computer/laptop), telephonic equipment, and similar items
- Visual acuity to see fine print/details both on paper and electronically
- Hearing and verbal acuity to listen/hear questions or requests from internal/external customers and ability to verbally convey complex information
- Physical strength and agility to arrange and set up training and meeting rooms
- Ability to work safely in a variety of weather conditions with exposure to the outdoor elements.
- Must work at the CHP or client training site to be able to conduct classes in-person.

Safety Equipment and/or Apparel required

Some operations may require use of Personal Protective Equipment and other specialized safety equipment in conjunction with OSHA requirements (including but not limited to safety glasses, hard hat, hearing protection, etc.; refer to OSHA General Industry and/or Construction standards for details). Employee is responsible for wearing/using required safety equipment appropriate for the given task.

Safety

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The safety and health of our employees is one of Community Housing Partner's most important business priorities. No employee will be required to do a job that they consider unsafe. CHP will comply with all applicable local, state and Federal regulations for workplace health and safety. CHP will also follow all regulations and maintain Occupational Safety and Health standards that equal or exceed the best practices in the industry. Employees are expected to always follow all company Health and Safety Policies. Employees are also expected to participate in Health and Safety program activities including, all applicable Health and Safety trainings, and immediately report hazards, unsafe work practices, and accidents to Supervisors, Managers, or the Corporate Safety Program Director.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

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