



The mission of Tri-CAP is to enhance and expand opportunities for the economic and social well-being of our residents and our communities.

## **Housing Rehab Specialist Wanted**

We are looking for a compassionate, enthusiastic, and motivated person to provide professional, courteous customer service by conducting weatherization/energy audits and inspections in customers' homes, and performing project estimates as well as coordinate with contractors, subcontractors, and homeowners for work to be scheduled and completed.

Primary responsibilities of this full-time position will include:

- \*Perform energy audits and quality control inspections (QCI) for Weatherization (WX) Program according to State and Federal regulations.
- \*Perform Housing Rehabilitation inspections for varied housing programs including but not limited to MHFA, SCDP, and MURL according to program, local, state, and federal guidelines.
- \*Complete WX data entry in WX software and create required work orders.
- \*Create a scope of work for rehabilitation projects using Developer Pro Software.
- \*Communicate and coordinate with contractors to schedule and have work completed.
- \*Conduct client education and referral activities as it pertains to program and agency guidelines and requirements.
- \*Stay current on all programmatic guidelines and policy changes including local, state, and federal guidelines.



***Starting wage is \$19.84 per hour and includes a comprehensive training program and an excellent benefits package***

## **Qualifications**

- \*High school equivalency and minimum of five years related work experience OR combination of five years post-secondary education and related work experience in construction trades.
- \*Extensive knowledge and background in residential construction and energy conservation.
- \*Experienced at estimating home repairs, preparation of scope of work write-ups and housing inspections.
- \*Strong written and verbal communication skills.
- \*Must have the ability to obtain all MN State required certifications to conduct WX audits & QCI.
- \*Ability to work with minimum supervision and maintain customer confidentiality.
- \*Must have ability to pass Xcel Energy security clearance.
- \*Hybrid work arrangement involving both telecommuting and in-office environments.
- \*Must have a current Class D driver's license and reliable transportation, including current MN State liability insurance for travel in four-county service area.

## **For application materials:**

Go to our website: Apply online at [www.tricap.org](http://www.tricap.org), or email: [hr@tricap.org](mailto:hr@tricap.org) or call our office (320) 257-4511 to request an application. Position is open until filled.