



Homes and Community Renewal

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

New York, NY

The term for this position is expected to run through November 30, 2022 but may end sooner or be extended at the discretion of NYS.

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 Kathy Hochul 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.

This position is on the **Housing Trust Fund Corporation (HTFC)** payroll. HTFC was established as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities. This is not a Civil Service position.

What we offer

As an employee of the Housing Trust Fund Corporation, you will be eligible to participate in the New York State and Local Retirement System and the New York State Health Insurance Program. Staff enjoys regular training and certification opportunities organized by our Training and Professional Development unit. HTFC offers optional life insurance, FSA and Dependent Care programs, and a commuter benefit program. Additionally, HTFC participates in NYS Paid Family Leave and provides Short Term and Long Term Disability coverage.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

Position Summary: Upon embarking on a journey with us, you will experience professional development through exposure to an array of diverse experiences, world class learning and mentoring. This is how we develop outstanding leaders who endeavor to deliver on our promises to our stakeholders and in so doing, play a critical role in building a more sustainable, more equitable community in New York State. The Weatherization team is growing and as a Field Inspector you will play a key role in that growth. 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 and Responsibilities



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- **Field Monitoring**
 - Conduct scheduled visits to assigned subgrantees worksites and field offices to ensure compliance with applicable rules and quality of completed work.
 - Conduct, at a minimum, quarterly reviews of all files, records, and documents relative to Weatherization Program and agency
 - 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.
 - Report deficiencies to subgrantee and supervisor and take appropriate follow up action.
 - Monitor and review subgrantee procurements to conform with WAP policies and procedures.
 - 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**
 - Prepare and submit complete and accurate field reports on each visit.
 - 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.
 - Assist agencies in formulating budgets, amendments, and proposals. Prepare and submit these as requested by Supervisor.
- **Training and Technical Assistance**
 - Provide training and technical assistance on weatherization issues where possible.
 - Receive training to stay current with technical improvements in building science and weatherization and earn necessary credentials and titles.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

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.
- Must 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.
- Must 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.

Instructions for Applicants:

Applicants must include a cover letter and resume for review.



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[TO APPLY, CLICK HERE](#)

New York State is an Equal Opportunity Employer (EOE)