

JOB PROFILE



Home Inspector/Trainee

Summary of Duties

The Inspector will perform accurate, thorough property inspections, and create a detailed report in a timely manner.

Essential Functions

The Inspector is to perform inspections of the highest quality possible. The Inspector's activity in the organization is inclusive of but not limited to the following:

- ~ Performing property inspections
 - ~ Operate and interpret equipment necessary for the inspection process
 - ~ Be punctual, efficient, and perform up to two inspections per day
 - ~ Maintain a clean driving record
 - ~ Be accountable for ongoing CE (continuing education) Courses
 - ~ Attend training, in-person meetings with team & customers
 - ~ Assist team members when necessary
 - ~ Maintain and enhance the core values of the company along with the company's excellent online rating
 - ~ Promote the highest quality image of the company with team members, customers, vendors, and the community
 - ~ Ability to work some nights and weekends as necessary
 - ~ Follow up with client/Agent questions in a timely manner
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Minimum Qualifications

- ~ Minimum 2 years of a successful property inspection experience (or qualified experience in similar industry)
- ~ Familiarity with systems and components commonly found in a home
- ~ Old and modern construction methods
- ~ Ability to work well in a flexible work environment
- ~ Excellent written and verbal communication skills
- ~ Creative problem solving and analytical skills

- ~ Familiarity with inspection writing software and general computer knowledge
 - ~ Must have reliable transportation and proof of auto insurance
 - ~ Must work towards and gain ASHI certification within 2 years
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Desired Traits

- ~ Strong fit with Coastal Inspection Services culture and mission
 - ~ Unwavering commitment to customer satisfaction
 - ~ Have the aptitude and mental ability to problem solve
 - ~ Able to operate effectively in changing situations
 - ~ Real Estate or Construction experience is not required, but success will require a working knowledge in these areas
 - ~ Experience working with customers with a wide range of professional sophistication
 - ~ Excellent communication and interpersonal skills
 - ~ Drive, motivation, passion and an exceptional personal work ethic
 - ~ A great attitude
 - ~ Desire to learn new skills such as environmental testing, new testing methods, and adapt to different software if necessary
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Working Conditions

The job will consist of traveling locally and possibly out of the county in your personally owned vehicle. Some work may take place on weekends, early hours, or into the evening.

Physical Requirements

- ~ Ability to carry up to 50 lbs
 - ~ Ability to climb a ladder, stairs, and mount roofs without balance concerns
 - ~ Ability to lift 20 lbs over head
 - ~ Endure long hours of standing, climbing stairs, crawling in crawlspaces and attics, and driving
 - ~ Have natural or corrected vision that is 20/20
 - ~ Hearing ability adequate to detect malfunctions in a house
 - ~ Ability to work in places that contain allergens such as pets, mold, fragrances, plants, etc
 - ~ Must maintain physical condition and weight that does not create a safety hazard by exceeding weight limits of ladders, or prevent access to most confined spaces in a house.
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Candidate Requirements (must possess at all times)

- ~ A reliable laptop/tablet (Must have Windows & Office suite)
- ~ Typing skills
- ~ Reliable transportation

What We Offer

- ~ Pay commiserate with experience
- ~ Extensive training
- ~ Back Office scheduling, phone answering, marketing
- ~ Professional Liability Insurance
- ~ Flexible schedule – you set your own hours!
- ~ Report Writing software
- ~ 1 Conference/Year (tuition & lodging)
- ~ Tools needed for the job

You are a W2 employee and will not be reimbursed for auto expenses, fuel, trade tools, health benefits.