

# Inspection Coordinator

In the subject line please indicate job title. If you are registered at PeninsulaWorks and have a Career Consultant please include their name.

To apply please send resume to Lisa Yassa:

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**Location:** San Francisco Peninsula  
**Education Required:** HS Diploma  
**Compensation:** DOE

**Experience Required:** 1-3 years  
**# of Openings:** 1  
**Full-time/Part-time:** FT

## Position Summary

The role of the Inspection Coordinator (IC) is to host inspections and keep jobs moving efficiently towards Permission to Operate. The goal is to drive the Inspection work queues to zero as quickly, safely and efficiently as possible.

## Requirements:

- 1 – 3 years of previous experience in general construction preferred
- High School diploma required but a college degree is preferred
- Organized and self-motivated, able to learn quickly and work well in a team environment
- Familiarity with PV plan sets preferred
- Punctual with appointments and deadlines
- Able to grasp technical concepts and communicate them in an effective manner
- Patient but persistent
- Able to set up and secure 20 foot ladders
- Strong computer skills
- Ability to work in extreme environments (example: hot sun, cold, crawl spaces, etc.)
- Must be willing and able to climb ladders, stairs, work on rooftops and able to work on your feet for long periods of time
- Familiar with OSHA safety rules preferred
- Excellent customer service skills required
- Excellent written and verbal communication skills required
- Must be able to learn quickly and work well in a team environment
- Regular, reliable and predictable attendance required
- Must have a valid state driver's license
- Must have a clean driving record. (example, no DUI in the last 5 years)
- Must be able to successfully pass a pre-employment criminal, driving and drug screen

## Responsibilities:

- Scheduling inspections
- Preparing the job site for inspection (ladder set up, opening electrical equipment, executing outstanding Punchlist items)
- Communicating all relevant information concerning next steps and timelines to the customer
- Updating with relevant notes, uploading all necessary documentation, and moving jobs forward per employer's process
- Following up on open cases, emails and voicemails in a timely manner
- Following up on jobs in pending status to ensure the job is being moved forward