

Date: November 27, 2023  
Position: RVS Building Inspector & Project Manager  
Type: Full-time (40 hours per week), Permanent  
Location: Memphis, TN  
Salary: \$55,000 to 65,000/year, depending on experience  
To Apply: The position will remain open until filled. Interested candidates should send a brief resume and letter of interest to [cusec@cusec.org](mailto:cusec@cusec.org). No phone calls please.

The Central U.S. Earthquake Consortium (CUSEC) is a nonprofit organization based in Memphis, Tennessee. CUSEC supports earthquake planning, awareness, and risk reduction activities for communities and states within the central and eastern region of the nation. We are currently seeking a qualified candidate to support a multi-year project to inventory and screen critical facilities (e.g., police, fire, EMS, schools, etc.) for potential seismic vulnerabilities in communities most at risk from earthquakes in the central U.S.

The selected candidate will provide complete project management over the inventory and screening process to identify facilities which are potentially at-risk. This will include identifying and cataloguing facilities to be screened, coordinating logistics and scheduling screenings with local government officials, researching local building code information, preparing for data collection in the field, conducting onsite screenings using a standardized process, and entering screening data, photos, and plans into a proprietary database for review by structural engineers. Although some job-specific training will be provided, prior experience in areas such as building inspection and building codes, seismic design, and construction practices is desirable. Demonstrable project management skills are highly desirable.

The position is full-time, with permanent status, and includes a generous benefits package and competitive salary. Some overnight travel to surrounding states will be required, as necessary to conduct the facility screenings.

### **Responsibilities:**

- Project management and implementation for assigned activities.
- Coordinating with numerous state and local government officials to identify requirements and plan facility screenings.
- Developing lists of facilities to be screened across multiple states and jurisdictions.
- Preparing for onsite screenings, including researching local building code adoption and enforcement history and verifying addresses of facilities to be screened.
- Scheduling and coordinating logistics for on-site inspections/screenings, including properly estimating amount of time necessary to complete screenings.
- Conducting on-site screening of facilities including building walk-throughs, taking measurements, and taking photographs of structural and nonstructural elements.
- Entering data into electronic database/building survey tool, highlighting questionable elements or concerns that should be reviewed by the structural engineer.
- Assisting with developing data collection standards and post-field data collection review and updates, as necessary.
- Supporting development of report of findings for local government.
- Supporting meeting planning tasks such as scheduling, travel arrangements, printing, name badges, participant registration/rosters, hotel/meeting venue coordination, etc.

- Other administrative and programmatic support duties as assigned.

**Minimum Education and/or Training:**

- High School Diploma/ GED with five (5) years of directly related experience, or an Associate's Degree in a related field with (3) years of experience.
- Bachelor's degree in engineering, construction management, architecture, or a related field, such as emergency management, is preferred.

**Preferred Minimum Experience:**

- 3-5 years of experience in a similar or related role.
- Understanding of building codes and construction and MEP (mechanical, electrical, plumbing) drawings, as well as understanding of basic construction practices.
- Experience with project management and data analysis.
- Experience working with cross-functional teams required.
- Experience working with facility managers, design and construction professionals, and/or engineers a plus.
- Ability to prioritize, schedule and meet deadlines with competing internal and external demands and customers.

**Special Skills, Knowledge and Abilities:**

- Knowledge of construction industry, practices, and terminology.
- Knowledge of building and workplace safety standards.
- Ability to interact effectively with senior management and external partners.
- Exceptional customer service and communication skills.
- Ability to identify, develop, and initiate innovations and solutions where precedents and procedures may not exist.
- Computer skills: Microsoft Outlook and Word, ease with using online computer platforms, etc.
- Familiarity with data collection tools such as ArcGIS, Survey123, etc. a plus.

**Physical Demands and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required:

- To stand, walk, ascending and descending stairs and sit.
- To use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to climb or balance and talk or hear.
- The employee must occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee may be:

- Exposed to outside weather conditions.
- Exposed to moving mechanical parts, high, precarious places, or risk of electrical shock.
- Exposed to loud noise levels.
- An essential function of the job is to be able to comply with all applicable federal, state and local safety and health regulations that would apply to this job.

This job description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.