



FACILITIES

JOB DESCRIPTION

Title: White Glove Home Inspector
Department: White Glove
Supervisor: Director of Facilities
Position Type: Non-Exempt
Pay: \$18.00 - \$21.00 per hour

OVERVIEW:

Under limited supervision and direction, the White Glove Home Inspector is responsible for carrying out private resident home inspections as assigned by their direct supervisor.

ESSENTIAL DUTIES:

1. Attention to detail, customer focus, integrity, honesty, and teamwork are all required
2. Perform general inspections of private residential homes to identify possible issues, abnormalities, or mechanical concerns. Areas of general inspection will cover mechanical, electrical, plumbing, HVAC, security, appliance, doors and windows, and general exterior elements
3. Ability to perform minor repairs of areas of inspection as stated above
4. Moving and assisting in transportation of furniture and equipment
5. Complete daily, weekly, and monthly checklists as required
6. Assist in the delivery of shipping packages throughout property
7. Must adhere to and uphold Glacier Club policies and procedures in all communications; promote a positive image of Glacier to all customers
8. Follow all company safety and security procedures
9. Report any maintenance issues or safety hazards
10. Observe and report damage of member or Glacier Club property
11. Understand and comply with all Glacier Club rules and regulations
12. Other duties as assigned by Management

QUALIFICATIONS:

1. High school diploma, G.E.D. or equivalent required
2. Minimum of two to three years related job experience, including a working knowledge of operating power and hand tools, basic knowledge of electrical, carpentry, HVAC, plumbing tasks are required
3. A background check is required
4. Able to constructively and pleasantly communicate within a diverse ethnic workforce



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5. Able to read, write, and speak in the English language with sufficient fluency to be able to follow oral instructions, read directions on equipment operations, and send written supply requisitions to vendors.
6. Basic computer skills including experience with Microsoft Excel, Word, Outlook required
7. Be licensed to operate a private passenger vehicle and have no DWI/DUI citations within the last 5 years

PHYSICAL REQUIREMENTS:

- Must be able to perform tasks that require stooping, bending, squatting, kneeling, climbing stairs, climbing ladders, walking indoors, working at heights, lifting up to 50 lbs., carrying up to 50 lbs., reaching above the shoulder, reaching at shoulder level, and reaching below the shoulder
- Must be comfortable working outside in various weather conditions and temperatures
- Occasionally required to operate a passenger vehicle