

Building Performance Institute, Inc.

Position Description

Job Title: National Technical Director

Reports To: Chief Operating Officer

FLSA Status: Exempt

Summary: Leads the development of building science technical resources, standards, and guidelines aligned with BPI's mission to improve home comfort and energy efficiency and to create and maintain safe and healthy home environments. Uses deep knowledge of building science to develop technical resources for building science professionals. Oversees and maintains all operational aspects of BPI Certification and Standards development and maintenance by performing the following duties.

Essential Duties and Responsibilities include the following:

- Demonstrates a deep understanding of building science principles and their practical applications to stakeholders, programs, staff, and technical experts.
- Maintains a primary concern with occupant health and safety and customer satisfaction in all work.
- Develops and manages a cohesive, robust, and flexible team by embodying and demonstrating the BPI management traits and culture to staff.
- Demonstrated understanding of building science standards and certifications.
- Manage department budget ensuring all fiscal objectives are met and help plan each subsequent annual budget for the department.
- Ensure all facets of the operations for the department meet ANAB and ANSI Accreditation requirements and BPI quality objectives.
- Investigate and cultivate new revenue sources within the mission of BPI.
- Continually improve processes to gain efficiency, increase quality, lower costs, while reducing turnaround times for delivery of new products and services.
- Meet all yearly initiatives set forth by BPI Board.
- Help identify gaps in existing standards and guidelines and propose solutions to BPI Board and leadership.
- Serve as primary technical spokesperson for BPI related to standards and certification development and maintenance activities.
- Oversee staff and Standards Technical Committees, Working Groups, and Subject Matter Experts to ensure groups remain engaged, collegial, and productive while meeting developmental deadlines.
- All other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Building Science Knowledge and Capabilities:

- A minimum of eight years of experience in practical application of building science standards and guidelines, such as energy auditing or conducting home performance retrofits
- A minimum of one BPI Certification.
- Track record of success in developing technical standards and guidelines in a consensus process.
- Keen interest in home performance industry trends and awareness of how developing events may be used to help support the Home Performance industry and BPI's mission.

Communications:

- Ability to convene a diverse group of subject matter experts and lead them to communicate and collaborate openly to deliver an effective end product.
- Coordinate with internal departments and external stakeholders, including IT and Marketing as well as Test Centers and Proctors, GoldStar Contractors, Certified Professionals, and program sponsors to ensure all facets of new and updated products and services are delivered to completion.
- Guide and communicate ideas thoughtfully and coherently to ensure they are well received to help avoid inefficiencies.
- Foster stakeholder relationships and participate in the development stages of projects, contracts, MOU's etc., to make sure plans are executed appropriately within BPI.
- Ensure that BPI standards and certifications use simple language and other strategies to enhance accessibility and inclusion.

Organizational Skills and Abilities:

- Strategic planner skilled in multitasking and prioritizing work tasks.
- Budgeting, Time-management, Calendar management.
- Communicate with team members to prioritize content tasks.
- Schedule and run meetings, assign or take on new responsibilities, set expectations and track deliverables.

Education/Experience:

Bachelor's Degree preferred and four to six years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be confident with Microsoft Office, CRMs, and other software systems commonly used for remote work. Should be proficient in the use of commonly used energy auditing and modeling software.

Supervisory Responsibilities:

Directly supervises managers and employees. Carries out supervisory responsibilities in accordance with BPI's policies, accreditation requirements, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

This job may be performed remotely and does not require commuting to an office. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

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.

Work is commonly performed in a home office environment. While performing the duties of this job the employee is regularly required to use a computer to read and write print and digital documents, and use email, telephone and video conferencing software to communicate. Employee may be required to operate basic office equipment such as a printer. In cases of travel the employee may be required to use stairs, ramps, elevators, etc. to access public buildings. Employee may occasionally be required to move items up to 10 pounds.

Travel:

This position involves national travel estimated at less than 25% of the time.

Position Description Acknowledgment:

I acknowledge that I have received a copy of the position description. I will read the position description and ask questions if I need additional information regarding items covered in the position description.

Name (print)

Signature

Date