



Position Title: Certification Specialist (CS)

Manager: Chief Executive Officer (CEO)

Supervises: None

FLSA: Exempt

Hiring Salary Range: \$40,000 - \$50,000 + Benefits

Interested individuals should submit COVER LETTER and RESUME to Jacki Donner, HVI CEO at hvi@hvi.org.

Basic Function

The [Home Ventilating Institute](http://www.hvi.org) (HVI) is, first and foremost, the leading certifier of residential ventilating product performance in North America. HVI's certification program is the most visible of the association's efforts and all program staff must convey an unimpeachable level of professionalism in maintenance of the program.

The primary focus of the Certification Specialist for the Home Ventilating Institute (HVI) is to coordinate with other Certification Staff in the administration of HVI's Certification program, providing competent, professional assistance to HVI members, prospective members, industry representatives, consumers and HVI staff. It is also the function of the Certification Specialist to assist in researching and resolving program and trademark violations in accordance with established policies, goals, and objectives.

Policy on the Recruitment and Employment of Certification Personnel

HVI's primary program is the certification of residential ventilating products. Our continued accreditation status relies on our ability to maintain impartiality and confidentiality in the evaluation of these products. Consequently, it is HVI's policy that individuals who have been employed or who have served as a contractor or consultant for companies which are current members of HVI and/or which have products certified through our programs shall not be considered for employment in positions which are directly or indirectly involved in the process of product certification unless it has been at least two (2) years since the employment/contract relationship ended.

Essential Skills

- As all HVI employees are based in home offices, the work requires the maturity, accountability, and self-motivation to operate independently.
- Ability to communicate clearly and professionally through verbal, written and electronic means.
- Unswerving attention to detail.
- Strong math skills.

Basic Requirements

- Documented construction industry experience including, but not limited to, ventilation equipment sizing, product selection, trouble-shooting, air-balancing, installation, HVAC, air movement and/or heat transfer. Examples of how this experience may manifest include:
 - Job training with 4+ years' relevant experience;
 - Bachelor's degree in Engineering from an accredited college or university; or
 - Associate of Science degree in a technical discipline from an accredited college or university or technical school and 2+ years' experience in certification programs.

Desired Skills/Experience

- Desired experience in the following Engineering functions:
 - Domestic and International Standards Compliance
 - ISO/IEC 17065 experience a plus
 - Experience with testing or evaluating illumination criteria a plus.
- Desired experience in association management or ability to successfully complete CEO's prescribed training regimen within the allotted timeframe (generally two years).
- Desired familiarity with Quickbase or similar database platform.
- Valid U.S. passport required for occasional international travel.
- Fast, reliable Internet service and a dedicated home office space, free from distractions.

Specific Responsibilities

Committees

- Coordinate and document the efforts of committees and task groups as assigned.
- Assist operations staff to plan engaging meetings of the General Membership.
- Travel domestically and internationally to promote the association and its programs, and meet with manufacturers, laboratory officials, and other industry officials as assigned. Travel will include a minimum of two HVI membership meetings per year (Spring and Fall).

Programs

- Serve as a frontline contact, providing friendly, competent assistance to members and partners on issues related to HVI's Certification program as well as the ENERGY STAR program.
- Coordinate with program staff in the evaluation and approval of requests for product certification. Analyze complex lab reports. Verify compliance of product performance with programmatic policy.
- Assist program staff to ensure on-time publication of HVI's Certified Products Directory each month.
- Assist program staff to ensure on-time submission of product performance data to EPA, NRCAN, and CEC.
- Administer product verification program, ensuring timely procurement and testing of selected units, timely evaluation and communication of the results, and expedient resolution of testing failures.
- Develop and maintain current knowledge of codes and standards related to HVI Programs, ENERGY STAR, and the residential ventilation industry in general.
- Conduct statistical analyses of HVI and ENERGY STAR programs and present findings internally and externally as required.
- Coordinate with program staff on investigation activities involving product performance, safety, and reliability issues. Assist in conducting regular industry research to identify programmatic violations; work collaboratively with manufacturers and distributors to resolve violations.
- Assist in the development and administration of HVI test procedures.
- Participate in the development of strategies, tactics, and procedures to advance the professionalism of HVI's Certification and Verification Programs.
- Assist with preparation for and conduct of Program Accreditation reviews and audits.

General

- Utilize a strong working knowledge of MS Office platforms including Outlook, Word, Excel, PowerPoint and Teams as well as Adobe Professional to communicate professionally.
- Look for more efficient ways to conduct HVI business by eliminating redundant or unnecessary tasks and through modification of program processes.
- Organize tasks in logical sequences and identify required resources in advance of need.
- Anticipate, identify and respond to problems and issues related to programmatic functions.
- Develop basic knowledge of association management, e.g., working with Boards, member recruitment and retention, antitrust and other pertinent laws.