



JOB POSTING: PROPERTY SITE INSPECTOR *Part-Time/Contract Position*

Are you retired and looking for a part time job you'll enjoy? Or looking to make some money on the side with a flexible schedule?

Do you enjoy facilities maintenance or construction? Are you passionate about how buildings "work"?

Do like to travel? Spend time out and about, instead of behind a desk? Enjoy meeting new people?

If any of this makes you say "Yes!" then SecureCore may be the right place for you.

We have exciting growth plans and are looking to add a Site Inspector to our team! This person will travel to new client properties to document the locations, instructions of use, and photos for key building utility shut offs. Property types include apartment complexes, condominium buildings, offices, warehouses, and retail buildings.

SecureCore is a disaster planning software company, fueled by a family-owned culture and a 40+ history of helping people when they need it the most. Born from a disaster restoration company, SecureCore helps our clients plan and prepare for the worst – so they can protect what matters most when disaster strikes.

We are a software development company, with a proprietary mobile application and cloud-based platform - but we are first and foremost a trusted partner to help our clients in some of their most challenging times. When flood or fire strike, SecureCore is there to help our clients manage the chaos, feel in control, and keep people safe.

If this opportunity excites you, we'd love to learn more about you and what you are looking for in your next role.

Required Experience & Skills

The ideal candidate will:

- Be available for travel – mostly day trips within the PA, NJ, DE, MD, DC, VA region but with occasional overnight trips to other areas of the country
- Be familiar with facilities maintenance and/or construction, with an understanding of building utility systems and shut offs
- Be detail oriented in their documentation of utility shut off locations, instructions and photos
- Be comfortable with the use of technology to accurately enter data collected and upload photos into our propriety disaster planning software
- Be personable with strong verbal and written communication skills
- Have proven customer service skills with a high sense of urgency and care
- Be a "doer" who takes initiative and demonstrates an eagerness to help take SecureCore to the next level
- Proficiency in Microsoft products (Outlook, Word, etc.)

Responsibilities

- Perform a walk-through inspection of contracted properties with the client
- Document the location, use, and photos of key building utility shut offs (water, gas, electric, HVAC, etc.)
- Help client locate and identify key system shut offs, if needed, during site visit
- Tag and label each shut off with provided shut off tags
- Enter all information collected and upload photos into our propriety disaster planning software
- As needed, be available for calls with clients or SecureCore staff to prepare for site visits or review related questions

Compensation

- Flat fee paid per property or per day, depending on property type and complexity (ranging from \$200-\$500+ per day)
- Per diem paid for each day of work
- Reimbursement for any mileage and use of personal vehicle
- Long distance travel expenses (hotel, flight, et) paid for by SecureCore

Benefits Offered

- 100% remote work when not conducting site visits
- Flexible hours with potential to increase as your availability and client volume allows

Our Work Environment

SecureCore takes company culture and employee engagement seriously – and we’ve made it a priority for nearly a decade (well before the pandemic and The Great Resignation). We are an [EOS \(Entrepreneurial Operating System\)](#) company, where we empower our employees to be leaders who make an impact on the company.

We know that our ability to impact the lives of others – both our clients and our employees – relies on how engaged our employees feel at work. Our Employee Engagement Committee leads that charge with subcommittees for training and development, events, our day of service program, and more.

We wouldn’t be the company we are without our employees – and we hope you’ll consider joining our growing team. The opportunities for you to make a difference at work are endless!

Potential hire is must to have valid driver’s license and is required to complete a pre-employment drug screening/background screening with compliant results.

Interested in learning more? Send your resume to Kaitlyn Bowman at kaitlyn.bowman@securecore.com.