

Home Inspection Assistant - Job Task

Assistant inspector is the first stage of an inspector apprenticeship in which the objective is to become an independent inspector. This is an essential, critical position in helping each inspection be completed with expediency and accuracy. You are an extension of the lead inspector and should be in sync with their efforts. All while learning the trade. With the guidance of the lead inspector, you will be expected to understand and accomplish these tasks within 2 weeks of hire. This job task description is a guideline and not intended to be limiting or all inclusive of all the tasks of the assistant home inspector. While assisting and supporting the primary inspector, the assistant inspector should perform any and all inspection tasks to which they are capable and qualified to do for the primary purpose of learning the inspection trade and becoming a fully certified lead inspector. In this position, you are working for the Lead Inspector, and the Lead inspector is responsible for the assistants quality of work.

Primary tasks are to assist the home inspector in collecting and documenting information as well as taking photos during the home inspection. (Wear bootie covers in clean houses)

Basic tools needed - Tape measure, Flashlight, 6 in 1 screwdriver, outlet tester

Overview

- After introductions (if people are there)
 - o We first ask if there are any system restrictions or limitations we should know about before beginning. Such as leaks, electrical problems, and dysfunctional equipment.
 - o Do a quick preview tour of the property.
 - o Turn on all bath vents, range vents (if vented to the exterior), Dryer vent.
 - o Make a mental note of accessibility to attic, crawlspaces, etc to determine equipment needed to access and prepare access as needed. Ask permission from owners if there are any restrictions or concerns.
 - o Note current thermostat settings. Then, set it to 50 deg. cool during the summer. Set to 80 deg. heat during the winter. Make a mental note of the prior setting.
 - o Start the dishwasher. Make sure it's properly connected under the sink, not leaking and safe to operate.
- **Learn and understand** the [inspection flow process](#)
- **During the inspection** – In addition to the task below, your primary function is to observe, photograph, video and enter the home's materials and systems data into the inspection report as it is collected. Example: service panel size, style, location, wiring type, etc.
 - o Apply company sticker to electric panel and water heater
 - o Remove electric panel cover (make sure it's safe and accessible)
 - o Find and open the crawl space cover. Leave coveralls, pick and moisture meter close by.
 - o Find and open all attic access, Set up ladder. (do not set up a ladder if there are children in the home.)
 - o Interior
 - Check all outlets; polarity, grounding, GFCI's etc.
 - Check as many windows as possible, open/close, cracked glass, latch, jamb seals, look for thermal glass fogging or condensation between glass, etc.
 - Check around windows for water intrusion / damage....
 - Close and latch all interior doors. Check for operation and physical damage.

- Visually survey ceilings and walls for water stains, damage, etc. The suspect areas of water damage or intrusion is around windows/doors and ceilings underneath bathrooms or laundry areas.
 - o Always keep the lead inspector informed of what you have completed
- **Inspection report** - learn to navigate the report through the phone app and desktop.
 - o Understand where items are entered and how they display on the apps edit mode and view mode
 - o Learn to recognize system materials and conditions and check the boxes under the general section of each system in the report.
 - o understand the report layout under each section; Roofing, exterior, electrical, etc.
 - INFORMATION
 - General section
 - overview photos and videos
 - materials and conditions check boxes
 - LIMITATIONS
 - items that we are required to inspect but could not and the reasons
 - DEFECTS (observations)
 - Blue tag - Maintenance
 - Orange tag - Important information disclosure
 - Red tag - significant defects
 - o [Understand defect categories](#)
- **After the inspection –**
 - o Make sure everything is put back the way we found it upon entering the home
 - doors closed/locked
 - appliances off
 - lights off
 - thermostat set to original setting
 - all GFCI's reset
 - o Inventory the tool bag and ensure all tools are back in the bag
 - o Put tools, ladder, and equipment back in vehicle.
- **General –**
 - o Assistant inspector is responsible for maintaining the inventory of gloves, masks, coveralls, shoe covers and towels in the inspection vehicle.
 - o Assistant inspector should always be prepared in advance of each inspection
 - Know your schedule
 - Preview the property in advance
 - Know the location and enter GPS coordinance
 - Download reports
 - o Vehicle should be gassed up when it hits ¼ tank.