



**Job Title:** Facility Condition Analyst

**Job Status:** Full Time

**Salary Range:** \$55,000 - \$65,000

Stell is a seasoned veteran- and woman-owned small business providing expertise and innovation across the resilience, environmental, restoration, and compliance service sectors. We offer an excellent benefits package that includes medical/dental insurance, 401k opportunities, and paid time off.

**Position Overview:**

Stell is seeking experienced analysts to support the U.S. Army Corps of Engineers (USACE) with federal real property assessment. Location is flexible but must be available for travel to client and job sites within the United States as needed, typically on a 2-week on, 2-week off schedule.

**Responsibilities:**

- Lead teams conducting inspections of buildings and other structures on federal facilities
- Perform and oversee accurate inventory of assets, condition and space utilization
- Interview facility managers to help inform inspections and assessment
- Follow assessor's manual to ensure the appropriate quantity and quality of data is collected in the field
- Verify that assets match baseline real property inventory information, flag inconsistencies, and detail recommended corrections
- Perform QA/QC on field forms and reports
- Prepare and submit electronic data forms in a timely fashion
- Maintain a functional awareness of the typical hazards of the work place
- Ensure safety policies, procedures and practices are followed by the team

**Qualifications (Education and Experience):**

- A Bachelor's Degree in architecture, construction management, engineering or related field preferred
- Minimum five years' experience in asset management including building electrical, plumbing, and mechanical systems
- Strong knowledge of relevant regulations and standards including BOMA 2017 for Office Buildings: Standard Methods of Measurement (ANSI/BOMA Z65.1—2017)
- Experience with federal real property assessment, facility condition assessment, or BUILDER SMS assessment and related software preferred.
- Must have excellent written and verbal communication, customer service, and technical writing skills
- BEAP and/or ICC certification a plus

***Please submit a cover letter, indicating salary requirements and availability, along with your CV/resume as a PDF or Word file to [careers@stellee.com](mailto:careers@stellee.com) . No phone calls please.***

*All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.*

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