

Northern Kentucky Community Action Commission (NKCAC)

POSITION TITLE: Dwelling Needs Evaluator

REPORTS TO: Housing Director

SUPERVISORY RESPONSIBILITY: Non-Exempt

GENERAL RESPONSIBILITY: Responsible for the Dwelling Needs Assessment and Post-Inspection for eligible applicant's homes, including client education, preparing audits and work orders and supervising crews and contractors as needed.

SPECIFIC RESPONSIBILITIES: Upon assignment, to conduct a home energy audit for applicant's homes, using Department of Energy approved evaluation tools and measures, and prepare detailed work orders for eligible dwellings. Responsible for annual state audit responses and day-to-day data input.

1. Run all diagnostic tests on the dwelling heating system, base load measurements on major appliances, blower door tests and other diagnostic tests as required.
2. Complete required project review, including Section 106 Compliance, as required.
3. Conduct client interviews about dwelling needs, provide client education and obtain all required documentation and signatures from clients for job files.
4. Document filed notes including deferrals, client education, contractor and crew follow-up and other job-related documentation in case notes, as required.
5. Prepare dwelling evaluation reports and work order, using Department of Energy, Weatherization Assistance Program and Kentucky Housing Corporation approved software and evaluation tools.
6. Assist with sourcing and ordering materials and supplies as needed, and updating software material and fuel costs to ensure accurate cost estimates on dwelling evaluations.
7. Conduct in-progress and Post Inspections when in-house crew or contractors complete measure installation, and prepare any documentation of deficiencies and follow-up.
8. Prepare Completed Dwelling Reports for billing and documentation purposes, as required.
9. Provide technical assistance to crews, contractors and program staff about installation procedures, allowable measures, work specifications, safe work practices and program specifications.
10. Assist with identifying repairs and work on dwellings that may be outside the scope of the material costs, in order to seek possible funding.
11. Complete all job cost documentation and reporting, including securing purchase order and check request materials, labor, completing inventory, job cost reporting in CASTINET and NEAT-MHEA, along with all other required agency and state reporting.
12. Provide training to Youth Build staff and students regarding home energy evaluations, diagnostic testing, on dwelling heating system, base load measurements on major appliances, blower door tests and other diagnostic tests, as required.
13. Prepare and conduct energy conservation education courses as assigned, prepare documentation according to program guidelines.
14. Train and oversee laborers and contractors as needed.
15. Maintain vehicles and equipment, ensure all storage and inventory in good working order, and maintain record keeping, usage logs and other reports.
16. Perform other during as assigned by the Housing Director.

QUALIFICATIONS:

- High School diploma or GED.
- Building Performance Certification (BPI) required.
- Quality Control Inspector (QCI) Certification required.
- Certifications highly considered: Certified Lead Renovator, Lead Safe Work Practices, Mold Indoor Air Quality Awareness, CPR Basic First Aid, 30 Hour OSHA Construction Safety, Asbestos Awareness, ASHRAE 62.2-2013, Basis Blower Door, Worst Case Scenario CAZ Testing, and Pressure Pan Diagnostics Testing.
- Training at a trade, vocational, or technical school, or on-the job training preferred
- Computer proficiency and ability to learn and master specialized software and databases required.
- Proficiency in Microsoft Excel required.
- Must have a valid driver's license, the ability to be insured, and be able to operate machinery.
- Must accept direction and supervision, and work cooperatively with other staff.
- Must be able to provide supervision and job-site training support to Weatherization Home Repair Laborers, Youth Build program participants, or other job-related staff.
- Must be willing and able to receive job training.
- Must be able to work with people of diverse and varying socio-economic backgrounds.
- Must be able to lift/carry up to 40lbs 40% of the time, and up to 80lbs 5% of the time.
- Must be able to reach and work overhead 50% of the time.
- Must be able to kneel for extended periods of time.
- Must be able to crawl or navigate tight spaces 20% of the time.
- Must possess the manual dexterity to operate tools and equipment.

*NKCAC is an equal opportunity/affirmative action employer. We strongly encourage people of Color, people with disabilities, women, bilingual people, and former or current recipients of public assistance to apply for available positions.

The employee is expected to adhere to all agency policies and program requirements as required in the completion of this job description and all agency business.