



POSITION TITLE: Quality Control Inspector
REPORTS TO: Weatherization Director
STATUS: Exempt
DATE: May 30, 2018

Position Summary:

The Quality Control Inspector is responsible for conducting quality control inspections of homes weatherized through the Income-Qualified Energy Efficiency Programs of the Northern Illinois Utilities and the Community Action Agencies responsible for completing the work on the homes. This position will work in coordination with partnership staff to schedule and complete quality control inspections of a determined percentage of the homes completed under this program to assure compliance with program requirements. Additionally, this position will provide technical assistance to local agencies and/or contractors on any work order issues discovered during the inspection. This position will report to Weatherization Director on the status of implementation of the Income-Qualified Program.

Key Responsibilities:

- Conduct on-site, comprehensive audits and/or quality control inspections to determine required health, safety, mechanical, architectural and air reduction measures to be performed
- Ability to provide technical assistance to local Community Action Agencies and/or contractors on quality control measures
- Track and report production and quality of production
- Attend training to stay current with funding and programmatic regulations
- Understand and comply with Energy Efficiency programs
- Attend training and attain QCI Weatherization certification within one year of employment, if not currently obtained
- Attain Lead Certification
- Perform other duties as assigned

Required Knowledge, Skills and Abilities:

- High school graduate or equivalent is required; Bachelor's Degree in related technical or building sciences preferred.
- Experience working in Federal Weatherization Program strongly preferred
- Basic knowledge of residential/building construction, minimum of 3 years on-the-job experience required
- Must be self-disciplined, showing initiative and displaying good judgment
- Must have ability to work independently and manage schedule

- Must have knowledge and experience gathering and analyzing quantitative and qualitative performance data
- Must have and maintain a current valid driving license with current insurance coverage
- Strong communication skills, both verbal and written
- Positive interpersonal and collaboration skills dealing effectively with stakeholders at various levels
- Must be BPI/HEP Energy Auditor certified
- Must be certified by the State of Illinois or become certified after participating in training given by the State of Illinois
- Must be able to successfully pass a background check

Competencies:

Understand and comply with all Illinois Home Weatherization Assistance Program (IHWAP) compliance, regulations, policies and procedures.

1. Perform whole house building analytics and diagnostics and confirm that all mechanical and retro-fits in the design and scope of work are accurate. Inspections include but are not limited to:
 - In progress visual/sensory inspections
 - Evaluating pass/fail of weatherization work
 - Evaluate customer satisfaction
 - Conducting post work diagnostic tests
 - Ensuring worker professionalism
 - Ensuring program/project compliance
2. Maintain BPI CEU requirements for certifications and remain educated on the industry: standards, advancements, protocols, procedures and technology
3. Must poses and maintain the dynamic ability to: compile, code, categorize, calculate, and tabulate all significant information related to the diagnostic results and data collected during the Energy auditing process
4. Identify any and all health and safety concerns after the implementation and completion of all Weatherization projects. Work responsibly to protect the health and safety of the client, the home, and the contractors.

Work Environment:

This position operates ninety percent (90%) of the time in the field. The work conditions may vary as the time of year delivers varying weather conditions (extreme heat, high humidity, damp, wet, and extreme cold). This position requires the use of standard equipment such as: gas sniffers, combustion analyzers, infrared cameras, cameras, manometers, blower doors, hand tools, computers, cell phones, photocopiers, filing cabinets and fax machines.

Employee's Signature

Date