

ACTION-Housing, Inc.

JOB DESCRIPTION

Title: Weatherization Inspector/
Quality Control Specialist

Reports To: Program Administrator

Department: Weatherization

Position Overview:

Perform a blower door guided energy audit on the homes of Weatherization applicants specifically identified by the Administrator and/or designated program staff. Conducts and review Weatherization inspections. Also, supply quality control and training as needed throughout the state. Dominion People Weatherization, State Weatherization, Columbia Gas Weatherization and Quality Control inspections for Penelec, Penn Power, Met-Ed (First Energy companies)

Job Responsibilities:

- Conduct an energy usage evaluation of the Weatherization client's home to determine the major areas of air infiltration and heat loss, set up a blower door and record diagnostic readings to determine the state of the home in its current condition, prior to Weatherization
- Perform a computer guided "HEAT App." on the client's home to determine the potential energy savings of the measures we intend to perform on the home
- Contact clients and set up appointments to perform the energy audit, explain to the clients the reasons for the energy audit and provide general information on what services will be provided
- Submit completed Weatherization work orders to the Program Administrator identifying material and labor estimates on designated measures to be performed by a Weatherization contractor
- Perform final inspection on completed Weatherization work to insure that all items listed on the Weatherization contractor invoice are installed properly in accordance with the Weatherization Assistance Program field standards
- Review with the client steps they can take on their own to further reduce energy consumption in the home
- Perform a minimum of two inspections per day (local) and 5 inspection when on the road (travel)
- Complete inspection and return documentation within one week of receipt
- Construct a work order formatted to the Weatherization Program for each unit to be weatherized
- Do post inspection for quality control of all units weatherized under all of our Weatherization Program
- Assist and respond to the needs of the contractors who are working on any program that I am assigned
- Review invoices of agencies (state wide) under the Penelec, Penn Power, Met-Ed/First Energy programs
- Provide training and technical assistance for Penelec, Penn Power, Met-Ed/First Energy Companies.

- Respond to all trouble jobs within the programs whether with customer or contractor
- Make all contacts needed either by phone or letter to perform day to day tasks to fulfill the programs requirements

Job Requirements:

- Certification by a technical school or equivalent work experience in residential home construction
- Demonstrated knowledge of the principles of air infiltration and the use of a blower door as a diagnostic tool
- A knowledge of a building structure and a understanding of the way a home works as a system
- Ability to work with a wide range of people.
- Ability to motivate others to help themselves.
- Being a team player.
- Must travel min. 10 day a month
- Must have your own transportation which we will pay mileage
- BPI certified (not required for hire but needed soon after)

Conditions:

- Field work
- Extensive local and long distance travel, min. 10 day per month
- Time spent by oneself while traveling
- Continuous paperwork and computer work
- Field and site visits

Behaviors:

- Evaluation skills
- People Skills
- Team Player
- Decision Maker
- Professionalism
- Compassion
- Thrifty
- Empowered
- Partner