

Position: Weatherization Auditor

Position Summary:

The Weatherization Auditor will support the Weatherization Program and program participants to provide improved air quality and energy efficient housing. This Auditor will partner with participants and contractors to establish weatherization measures and authorize provide repairs. The Auditor will have a good understanding of Weatherization processes and procedures. The Auditor will work in a team to efficiently serve the weatherization needs of low income residents in the City of Tacoma.

Essential Duties and Responsibilities:

- Complete audits and inspections safely, effectively, efficiently, and in accordance with weatherization program specifications and guidelines.
- Ensure clarity of all instructions to assure that work measures are performed accurately, completely, and in a timely manner.
- Prepare detailed written reports that recommend appropriate retrofit measures to be installed.
- Prepare detailed work orders based on pre inspection of property to include accurate drawings of the structure perimeters, window and door placements, crawl access and vent placements, areas to be weatherized and areas not to be weatherized.
- Interpret work orders and specifications for contractors and mutually agree on any deviations from specified procedures to ensure compliance with regulations governing weatherization measures and minor repair.
- Consult with and informs property owner of minor repairs needed and work to be performed on rental properties.
- Act as a mediator between consumers which may include landlords, property owners, or renters to resolve disagreements.
- Audit work of contractors to ensure that procedures are being followed and the materials used conform to Department of Commerce and DOE specifications.
- Review contractor's work for quality and conformance to standards.
- Confer with contractors for resolution of problems and/or deficiencies which resulted in a corrective action notice.
- Prepare for and assist in the final QCI inspection
- Reports to include recommendations on efforts and training needed to ensure compliance.
- Participate in the training of new employees on technical matters and Department of Commerce guidelines, as required, to ensure program compliance and quality assurance
- Assist management in preparing files and records for all program audits by the DOE, Department of Commerce and other funding sources.
- Assist management in following up on all audit requests by the DOE, Department of Commerce, and other funding sources as requested.
- Have a working knowledge of TREAT Audit.
- Work with management to develop standards of performance.
- Attends training as necessary to stay current with all local, state, and federal guidelines for weatherization programs.

- Assist with Administrative duties as needed.
- Other duties as assigned.

Qualifications and Experience:

- One (1) or more years of experience in weatherization or four (4) years in general construction trades or a certificate of completion from a trades or vocational technical institute in a related field.
- The applicant must be a Building Performance Institute (BPI) Certified Building Analyst or be able to be certified within 90 days of employment.
- Must have Lead Renovation Certificate or be able to obtain within 90 days of employment.
- The applicant must also have a valid Washington State Driver's License or the ability to obtain prior to employment.
- Must pass criminal background check.
- Preferred Quality Control Inspector (QCI) certification.

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