



POSITION DESCRIPTION

****THIS FORM MUST BE SAVED TO YOUR COMPUTER AND OPENED IN ADOBE BEFORE FILLING OUT****

POSITION INFORMATION

Today's Date: June 17, 2019 Class Code #: 6084 Position #: _____
 Department: DCHS Division Name: Youth and Family Services
 Classification Title: Weatherization Inspector
 Working Title: Weatherization Inspector
(if applicable)
 Employee Name/SAP #: _____
 Supervisor Name/Title: Christina Kenney

Check the appropriate boxes: Regular Assignment Limited Duration Out of Class Work
 Full Time Part Time: ____ hours per week

Please note: Any sections highlighted in red throughout this form are to call attention to frequently missed areas.

SECTION 2 – PURPOSE OF POSITION

In 2-3 sentences, summarize the position's purpose. How would you describe this work to someone unfamiliar with the assigned position? Why does this job exist?

The purpose of this position is to provide project management, technical inspection and auditing of Weatherization program contracted work.

SECTION 3 - DESCRIPTION OF JOB DUTIES

Most jobs generally consist of five to eight (5-8) major functions. List in descending order related directly to the purpose of the position. Do not list functions less than 5% of time. Typically the top three to four (3-4) most critical functions summarize approximately 60-70% of the assigned work. Essential functions as defined under the Americans with Disabilities Act may include the following duties and responsibilities, knowledge, skills and other characteristics. Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this classification. These essential functions should be items that the incumbent can do with or without reasonable accommodations.

RESOURCE: PERCENTAGE OF TIME EQUIVALENCY GUIDELINES FOR ESSENTIAL JOB FUNCTIONS

Percentage	Daily	Weekly	Monthly	Annually
5%	½ hour	2 hours	1 day	2 ½ weeks
10%	1 hour	4 hours	2 days	5 weeks
15%	1 ½ hours	6 hours	3 ½ days	8 weeks
20%	2 hours	8 hours	4 ½ days	10 weeks
25%	2 ½ hours	10 hours	5 ½ days	13 weeks

% of Time	ESSENTIAL JOB FUNCTIONS
60%	<p>1: PROJECT MANAGEMENT Review all projects before major measure work order is issued, discuss findings with weatherization Program Supervisor if necessary, and recommend necessary changes for line items on work orders before they are issued; verify cost effectiveness of work items requested; authorize work orders to reconciled invoices; and, sequence work to be performed for issuance of work orders. Conduct and submit REM/Design calculations and enter data into State program. Perform in-progress inspections. Provide technical input on specific bid items and input regarding programmatic issues. Interpret policy, practice, and procedures for staff, contractors, and clients; serve as liaison between the contractors and the County.</p>
30%	<p>2: PERFORM SINGLE AND MULTI-FAMILY PROJECT AUDITS AND INSPECTIONS Perform single and multi-family audits (SF/MF), major measure inspections and specialty measures as deemed necessary, 3-6 per week. This includes but is not limited to pressure diagnostics, duct blaster and blower door testing, and combustion safety, client energy education; provide technical assistance and program advice to contractors, and energy program staff. Process all major measure and specialty change orders for work performed. Develop new testing protocol and procedures for energy effectiveness and program accountability. Trouble-shooting with staff on new codes, regulations, and/or equipment.</p>
10%	<p>3: MEETINGS AND PROFESSIONAL DEVELOPMENT Conduct peer monitoring of other CAP agency in the State of Oregon for the State of Oregon. Attend Youth and Family Services unit meetings, all-staff meetings; attend annual energy conference. Assist with technical development of contract/bid/procurement for weatherization measures.</p>
□%	<p>4:</p>

% of Time	ESSENTIAL JOB FUNCTIONS
<input type="checkbox"/> %	5:
<input type="checkbox"/> %	6:
<input type="checkbox"/> %	7:
<input type="checkbox"/> %	8:
100%	Perform other duties as assigned.

SECTION 4 –LEVEL OF WORK

Check the one that best reflects the type of work performed by this position.

Check	LEVEL OF WORK
<input type="radio"/>	ENTRY - Work is of a limited complexity and performed under close supervision. Employee typically has limited work related experience and is not performing at the journey level. Typically performs routine, standard or the least complex assignments. This is the lowest level in a job/class series.
<input checked="" type="radio"/>	JOURNEY - Work that includes a broad range of tasks and performed under general supervision or direction. The employee is fully trained and can perform the essential functions of the job independently.
<input type="radio"/>	ADVANCED - Work that includes duties and assignments that are complex, difficult, and varied and have significant responsibilities above the journey level. Work is performed under general direction. The employee can perform new assignments with limited or no training.

SECTION 5 –TYPE OF WORK

Check the one that best reflects the job's knowledge, skill, and responsibility.

Check	TYPE OF WORK
<input type="radio"/>	ADMINISTRATIVE SUPPORT - Work that requires the use of knowledge, skills and abilities to support office operations.
<input type="radio"/>	PARAPROFESSIONAL - Typically performs some of the duties of a professional in a support role, which usually requires less formal training and/or experience normally required for the professional level. Usually requires an Associate degree, or business/vocational training.
<input type="radio"/>	PROFESSIONAL - Work which requires specialized and theoretical knowledge typically acquired through completion of a bachelor's degree or higher or comparable experience and training; requires the consistent exercise of discretion and judgment in the research, analysis, interpretation and application of acquired theories, principles and methods to work product.
<input checked="" type="radio"/>	TECHNICAL - Work typically performed in a narrow or highly specialized area that is based on extensive experience and supplemental on-the-job training rather than on formal academic education.
<input type="radio"/>	TRADES - Work that requires specialized manual or mechanical skills and knowledge that is typically acquired through apprenticeship, other formal training, or extensive on-the-job training.

SECTION 6 – SUPERVISORY/LEAD WORKER RESPONSIBILITIES

Check the one that best describe the supervisory or lead worker responsibility to employees.

Check	SUPERVISORY OR LEAD RESPONSIBILITIES
<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	LEAD WORKER - Guides work of others (at least two full time employees) who perform essentially the same work. Duties to organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, or make pay decisions.
<input type="checkbox"/>	SUPERVISOR - Hires, trains, evaluates, performs and initiates corrective action, or effectively recommends actions. (To qualify as a supervisor, the position must provide supervision to at least two full time employees). What is the highest level job classification supervised? <input type="text"/>
<input type="checkbox"/>	MANAGER - In addition to other staff, supervises other supervisors and/or managers. Number of Supervisors <input type="text"/> Managers <input type="text"/>

SECTION 7 – PROBLEM SOLVING AND LEADERSHIP

Select the one statement which best describes the level of problem solving for this position.

Check	PROBLEM SOLVING
<input type="radio"/>	Problems are typically recurring and routine and are solved using established practices, policies, procedures and instructions with little or no option to vary procedures or process.
<input checked="" type="radio"/>	Problems are somewhat difficult, varied and typical of the field or profession and require application of specific technical skills and expertise with some choice as to what procedures or process to follow and may allow to vary them within prescribed parameters.
<input type="radio"/>	Problems are typically unusual, conflicting and/or highly complex and require interpretation of technical and detailed guidelines and to have a broad understanding of program, systems, and organizational goals and needs in order to resolve the issue.

Check all that describe the level of leadership for the position. If there are various levels described, choose the highest level of work performed.

Check	LEADERSHIP
<input type="checkbox"/>	N/A
<input checked="" type="checkbox"/>	Acts as subject matter expert for: program <input checked="" type="checkbox"/> division <input type="checkbox"/> department <input type="checkbox"/> countywide <input type="checkbox"/>
<input type="checkbox"/>	Serves as a team or project leader for staff of: program <input type="checkbox"/> division <input type="checkbox"/> department <input type="checkbox"/> countywide <input type="checkbox"/>

SECTION 8 – INTERNAL AND EXTERNAL CONTACTS

Check the one that best describes the external and internal contacts.

Select One:

SECTION 9 – SPECIALIZED COMMUNICATION SKILLS

Check all that apply regarding specialized communication skills required for this position.

Check	SPECIALIZED COMMUNICATION SKILLS
<input type="checkbox"/>	N/A
<input type="checkbox"/>	Communicate sensitive and/or confidential information (Such as HIPAA, PHI, PII, collective bargaining, etc.).
<input checked="" type="checkbox"/>	Deliver verbal or written communication to negotiate with or persuade individuals and/or groups.
<input checked="" type="checkbox"/>	Make presentations to various diverse groups, public organizations, County Commissioners, etc.
<input type="checkbox"/>	Prepare and/or present written communication that pertains to complex and politically sensitive topics.

SECTION 10 – BUDGET RESPONSIBILITIES

Check all that apply to describe the budget responsibility.

Check	BUDGET RESPONSIBILITY
<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	Forecasts and authorizes expenditures up to \$ Amount: <input type="text"/>
<input type="checkbox"/>	Develops or provides input and manages overall budget of \$ Amount: <input type="text"/>
<input type="checkbox"/>	Develops or significantly assists with long-range strategic plans. Level: division <input type="checkbox"/> department <input type="checkbox"/> countywide <input type="checkbox"/>

SECTION 11 – WORKING ENVIRONMENT

Check all that apply regarding working conditions.

Check	WORKING CONDITIONS
<input checked="" type="checkbox"/>	Office Environment
<input checked="" type="checkbox"/>	Outdoor Environment
<input checked="" type="checkbox"/>	Close Quarters – Areas that can cause claustrophobia
<input checked="" type="checkbox"/>	Exposure To Animals
<input checked="" type="checkbox"/>	Extreme Noise

Check	WORKING CONDITIONS
<input checked="" type="checkbox"/>	Extreme Weather
<input checked="" type="checkbox"/>	Hazardous – Includes a variety of physical conditions: proximity to machinery, moving vehicles, electrical currents, fumes, exposure to chemicals, etc.
<input type="checkbox"/>	Infectious Diseases
<input checked="" type="checkbox"/>	Irregularity Of Work Hours – Shift work, weekends, frequent overtime, frequent daytime travel, etc.
<input checked="" type="checkbox"/>	Stressful Interactions – Contact with people in highly stressful or emotional situations.
<input checked="" type="checkbox"/>	Working In High Places
<input type="checkbox"/>	Job Specific: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>

SECTION 12 - PHYSICAL FACTORS

Check the level of frequency that best describes the physical demands required for performing the essential functions for this position. If reasonable accommodations are needed, supervisor is to determine if an accommodation can be made.

Check	OVERALL LEVEL OF PHYSICAL EFFORT
<input type="radio"/>	RESTRICTED – Confined to immediate work area and can only leave station during assigned break.
<input type="radio"/>	SEDENTARY – Normal sitting, standing and/or walking. May require ability to do some bending and light lifting.
<input type="radio"/>	EXERTIVE – Extensive walking and recurring bending, crouching/crawling, lifting, stretching, reaching or similar activities. Require ability to lift light or moderately heavy items.
<input checked="" type="radio"/>	STRENUOUS – Considerable physical exertion that leads to physical and muscular exhaustion, including frequently climbing tall ladders, continuous lifting of heavy items, working in confined areas.

ACTIVITY	<i>Relative Frequency in Performing Essential Functions</i>				
	Not Required	10% Or Less	Seldom 10% - 25%	Moderately 25% - 50%	Often 50% or more
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling, Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discharging A Firearm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/Hand Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing, Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling, Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting – Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting – Up to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting – Up to 30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting – Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting – More than 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ACTIVITY	Relative Frequency in Performing Essential Functions				
	Not Required	10% Or Less	Seldom 10% - 25%	Moderately 25% - 50%	Often 50% or more
Operate A Motorized Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pulling, Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Hand Motion (i.e. typing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Running	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoveling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – Ability to identify/distinguish color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – Depth perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – Near vision less than 20 inches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – Midrange 20 inches to 20 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – Distance 20 feet or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job Specific:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Specific:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 13 – COMPETENCIES

Based on the Essential Functions identified in Section 3, select 6 competencies that are needed to perform this position. Click here for the [Non-Represented Competency List](#) or [Represented Competency List](#) to make your selection.

RESOURCE: DEFINITIONS

COMPETENCIES - Measurable or observable knowledge, skills, and abilities (KSAs) critical to successful job performance.
BASIC – Elementary understanding, learning or being in the early stages.
INTERMEDIATE - Journey level, being able to apply what has been learned to the job functions.
ADVANCED - Solve unusual and complex problems, being able to interpret and teach others.

Level Required			COMPETENCY
Basic	Intermediate	Advanced	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Level Required			COMPETENCY
Basic	Intermediate	Advanced	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

SECTION 14 – EDUCATION AND WORK EXPERIENCE

Check the one that best indicates the minimum level of education and work experience generally necessary to effectively handle the job's duties and functions. If you choose preferred, does this degree relate to the job duties and functions?

RESOURCE: WORK EXPERIENCE GUIDELINES

ENTRY (including training program)	Up to 1 year of experience
JOURNEY	1-4 years of work experience
ADVANCED	3-6 years of work experience

1-4 years

RESOURCE: EDUCATION AND TRAINING GUIDELINES

Job related work experience is substituted for educational minimum qualifications on a year-for-year basis (pro-rated for part-time employment). Some degrees may not allow a substitution due to state and federal education requirements.	
ASSOCIATE'S DEGREE	Equivalent to 2 years of work experience
BACHELOR'S DEGREE	Equivalent to 4 years of work experience
MASTER'S DEGREE	Depending on program - equivalent to 5-7 years of work experience
DOCTORATE	Typically no substitution

REQUIRED EDUCATIONAL LEVEL

Associate's degree

Field of Study: Construction, energy analysis, weatherization or a related field

If Vocational or Technical Training was selected, please indicate # of years: _____

PREFERRED EDUCATIONAL LEVEL

Select One:

Field of Study: _____

If Vocational or Technical Training was selected, please indicate # of years: _____

Required	Preferred	PROFESSIONAL LICENSURES, CERTIFICATIONS, DESIGNATIONS	AWARDING AGENCY
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>REA Program Certification or BPI Certification</u>	<u>Oregon Training Institute/BPI National</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Quality Control Inspector</u>	<u>Oregon Training Institute</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>REM/Design/Mold & Mildew, Lead Renovator, Lead Safe Work Practices</u>	<u>Oregon Training Institute</u>

SECTION 15 – CURRENT INCUMBENT WORK EXPERIENCE AND QUALIFICATIONS:

Please fill out your work experience and educational level as they apply to the purpose and essential functions of this position. (To be filled out by current incumbent if position is filled)

WORK EXPERIENCE

Select One:

EDUCATIONAL LEVEL

Select One:

Field of Study: _____

If Vocational or Technical Training was selected, please indicate # of years: _____

PROFESSIONAL LICENSURES, CERTIFICATIONS, DESIGNATIONS	AWARDING AGENCY
_____	_____
_____	_____
_____	_____

SIGNATURES

All signatures indicate that the form was reviewed and the facts presented above are accurate and complete. We no longer use actual signatures so please insert names followed by /s/. Use "N/A" when a signature is not necessary or required.

Employee (required)	Print Name	Date
Christina Kenney /s/	Christina Kenney	03/24/2017

Supervisor (required)	Print Name	Date
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Division/Department Head	Print Name	Date
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Department HR Manager/Analyst (required)	Print Name	Date
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ADDITIONAL COMMENTS FROM SUPERVISOR (if any):