

John J. Boswell

jboz750@gmail.com | Phone (814) 335-3980 | 17076 Route 6, Smethport, PA 16749

Summary

Highly motivated and results-oriented professional with over 16 years of experience in the residential energy efficiency sector, specializing in weatherization program management, quality control, and field operations. Proven ability to lead teams, ensure project compliance, and deliver exceptional customer service while exceeding program goals. Possessing a strong foundation in building science and a commitment to sustainable practices.

Work Experience

City Of Bradford | Bradford, PA Department of Property Maintenance Inspector | January 2025 - Present

- Perform scheduled, requested, and follow-up inspections for compliance with relevant codes.
- Conduct inspection sweeps in designated city areas and take necessary actions.
- Inspect rental and non-owner-occupied residential units; perform follow-ups and discharge actions as needed.
- Investigate code violation complaints, document findings, and take appropriate actions.
- Issue reports, warnings, tickets, and citations for code violations, documenting them in the city's database.
- Learn and manage the City's ticketing program for code violations.
- Pursue citations from the District Magistrates Office and follow up on court orders, providing court testimony and documents as needed.
- Collaborate with the City Solicitor, Special Counsel, and City Administrator on legal matters related to code enforcement.
- Work with the Appeals Board on owner appeals, providing necessary documentation and following up on decisions.
- Administer and support the department's data and mapping systems, assisting with maintenance and technological needs.
- Collaborate with City Hall and other departments to maintain a property database, focusing on non-owner-occupied properties.
- Document inspections, follow-up activities, and legal actions for each property in the database.
- Coordinate with DPMI staff on annual property registration for rentals and non-owner-occupied units, ensuring fee payment.
- Monitor registration compliance and maintain accurate records of fee receipts.
- Interact professionally with property owners and occupants, ensuring fair and consistent code enforcement.
- Provide referrals to other city departments or external services as appropriate.
- Notify relevant city departments when inspections reveal issues impacting other departments.
- Manage department uniforms, office supplies, and products in line with purchasing guidelines and policies.
- Oversee the use and maintenance of City-owned vehicles and equipment.

Northern Tier Community Action Corp | Emporium, PA Weatherization Auditor/ QC Inspector | April 2013 - January 2025

- Oversee all aspects of the weatherization program, including crew management, quality control inspections, client relations, and program compliance.
- Direct and mentor weatherization crews and independent contractors, providing guidance, evaluating performance, and identifying training needs.
- Conduct comprehensive home energy audits, including lead-based paint inspections, and prepare detailed reports.
- Ensure compliance with all federal, state, and agency regulations, including program guidelines and quality standards.
- Develop and implement strategies to improve program efficiency, productivity, and cost-effectiveness.
- Represent the agency at community events and build strong relationships with clients and stakeholders.
- Successfully managed and exceeded program goals for energy savings and client satisfaction.

Northern Tier Community Action Corp | Emporium, PA Crew Leader | April 2009 - April 2013

- Led and supervised weatherization crews, ensuring safe and efficient work practices.

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- Performed a variety of weatherization tasks, including insulation installation, air sealing, and window/door repair.
- Provided technical guidance to crew members and ensured adherence to safety protocols.
- Effectively communicated with homeowners, explaining recommendations and addressing concerns.
- Maintained accurate records of work performed and materials used.

Northern Tier Community Action Corp | Emporium, PA Weatherization Materials Installer/Laborer | April 2008 - April 2009

- Installed a variety of weatherization materials, including insulation, air sealing, and window/door treatments.
- Assisted with material inventory, tool maintenance, and warehouse organization.
- Provided excellent customer service to homeowners and represented the agency positively.

Education

- **Pennsylvania College of Technology** | Machine Tool Technology | August 2005 - May 2007
- **Cameron County School District** | High School Diploma | August 1999 - June 2005

Certifications & Licenses

- Energy Auditor (BPI) | Issue Date: 07/01/2019 | Expiration Date: 07/2025
- EPA Lead Renovator | Issue Date: 06/01/2018 | Expiration Date: 06/2028
- Quality Control Inspector (BPI) | Issue Date: 08/2016 | Expiration Date: 08/2025
- Building Analyst (BPI) | Issue Date: 12/01/2013 | Expiration Date: 07/2025

Qualifications & Achievements

- Eagle Scout

Skills

- Weatherization program management
- Project compliance
- Technical guidance
- Customer service
- Building Science
- Energy Auditing
- Field operations
- Quality control
- Team leader
- Safety Protocols
- Microsoft Office Skills

References

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Name: Timm Baxter
Job Title: Owner of Baxter PHE
Address: 41 Pearl St
Port Allegany, PA 16743
Years Known: 13
Phone: (814) 642-7939
Cell Phone: (814) 558-6355

Name: Robert Cooney
Address: 207 E Green St
Smethport, PA 16749
Years Known: 12
Phone: (814) 887-2989

Name: Kevin Genevro
Job Title: Weatherization Program Director (Retired) for Northern Tier Community Action Corporation
Address: 235 Charles St
Saint Marys, PA 15857
Years Known: 16
Phone: (814) 512-4761

Name: Robert Shields
Address: 955 Shields Rd
Saint Marys, PA 15857
Years Known: 33
Phone: (814) 594-9281