

Position Summary: This position is responsible for inspecting and estimating HWAP and Housewarming assigned units for HWAP job completions, ensuring all OWPS/SWS standards are met in each home, and perform all required diagnostic testing. In addition, the individual must schedule jobs in a timely manner while providing excellent customer service, communicate with contractors and ensuring timely completion of jobs while keeping production goals as top priority.

Essential Duties & Responsibilities:

- Contact assigned client for initial inspection.
- Perform all HWAP and State required testing to ensure a thorough inspection.
- Educate client of what is expected to occur in the home (from meeting with contractor to finalization of job, to possible monitor visit from the State of Ohio).
- Complete all required paperwork (NEAT, ASHRAE 62.2, DATA COLLECTION FORM) and submit to Program Project Manager (HWAP or Housewarming).
- Assist with any necessary visits needed at time of contractor visits.
- Work closely with contractor and client throughout the entire job process.
- Obtain original invoices and needed signatures for job completion and compare to initial inspection during final inspection.
- Submit corrected invoices (if any) to ENERGY COORDINATOR for close out process.
- Acquire continued education (CEU, BPI) for certifications.

Education and/or Work Experience Requirements:

Required:

Education:

- High school diploma or equivalent

Experience:

- 1+ years of experience with a weatherization program

Skills:

- BPI Certified

- QCI Certified (for final inspections)
- WSOS Certified
- Some computer skills
- Excellent customer service
- Good organizational and time management skills
- Detail and goal oriented

Other:

- Valid driver's license, automobile insurance and reliable transportation for daily inspections and trainings when necessary