

Blue Water Community Action

Blue Water Community Action has a job opening for a full-time Weatherization Inspector.

JOB TITLE: WEATHERIZATION INSPECTOR
PROGRAM: Weatherization
SUPERVISOR: Weatherization Manager
STATUS: Technical, Non-Exempt

Assess Weatherization DOE, LIHEAP, MSHDA and MPSC needs and ensure completed work meets the requirements and standards of the program.

DUTIES AND RESPONSIBILITIES

1. **Certification:** Successfully complete the required Weatherization Michigan Energy Auditor Certification, then the BPI Energy Auditor Certification, and then the BPI Quality Control Inspector Certification.
2. **Energy Audits:** Conduct Energy Audits to determine weatherization requirements of each unit. Complete the Inspection/Work Order, designed weatherization data management system and the National Energy Audit (NEAT), perform required diagnostic testing listing materials needed and estimated costs following the Weatherization Assistance Program (WAP) guidelines and the current contractor price lists.
3. **Quality Control:** Conduct quality control inspections using completed work order, performing all diagnostic testing, checking each unit for all materials and measures used in accordance with Weatherization Assistance Program (WAP) guidelines and quality standards for weatherization.
4. **Assessments:** Assess problems with homes including health and safety issues such as mold, asbestos, moisture, fire, knob & tube wiring and carbon monoxide. Make decisions on job referrals.
5. **Required EA/QCI Inspections:** Perform the number of required inspections and all associated paperwork and associated software management in a timeframe required to maintain workflow.
6. **Home Rehab/Repair:** Complete all UPCS inspections for the Home Rehab/Repair Program and site visits as required by the program (initial, in progress, and final).
7. **Contractors:** Provide guidance as needed with the contractors on the job site or by phone as needed to provide clarification and guidance on required work.
8. **Records:** Complete and submit timely and accurate records using the required computer systems and ensure the job is completed as required by the rules and regulations.
9. **Monitoring:** Ensure positive outcomes of all field monitoring. Assist the state and federal monitors with site visits and ensure contractor follow-up as necessary.
10. **Client Relations:** Instruct and advise clients on energy conservation techniques and assure satisfaction with weatherization work.
11. **Other:** Additional duties as assigned.

DUTIES AND RESPONSIBILITIES – ORGANIZATIONAL

1. **Demonstration of Values:** Understand BWCA's mission and purpose. Adhere to BWCA standards of conduct, program philosophy (where applicable), and cultural contract.
2. **Customer Service:** Provide high quality customer service in a prompt, respectful, and professional manner. Conduct formal/informal assessment of eligibility for BWCA programs and make referrals as appropriate.
3. **Quality of Work:** Consistently perform job duties accurately and timely; Cost conscious when utilizing materials and resources; Seek opportunities for improving processes: and, Meet commitments and deadlines.

4. **Flexibility/Adaptability:** Demonstrate flexibility and adaptability to change and to recommendations for improving job performance in a positive manner.
5. **Safety:** Demonstrate safe work habits. Report unsafe conditions and incidents. Participate in the maintenance of a clean and safe work environment.
6. **Teamwork:** Effectively participate as a team member at multiple organizational levels and across departments.
7. **Goals:** Understand and meet organizational goals/objectives related to position including agency strategic plan, ROMA plan, as well as taking on duties that are not related to position as supports for management staff/support staff to reach goals/objectives. MGT: Team achieves outcomes.
8. **Communication:** Effectively communicate with other staff, clients, partners, and the public in a manner that is tactful, sensitive, and respectful. Demonstrate active listening. Body language and tone are consistent with verbal messages. Demonstrates friendly, positive “can do” attitude: Oral and written communications are clear, concise and accurate; Keep team members informed.
9. **Confidentiality:** Maintain confidentiality of client and organizational information.
10. **Improvement:** Continually improve skills through a variety of opportunities external and internal with particular attention to goals set related to improvement. Improve outcomes results of assessments related to job position, client outcomes, and organizational goals. Attend staff pre/in-services and other training opportunities as available.
11. **Compliance to Policy:** Understand and comply with organization and regulating policies and procedures.

QUALIFICATIONS

1. A high school diploma or equivalency. Some college or technical education preferred.
2. Building inspector and residential construction knowledge preferred.
3. Energy Auditor Certification required (See below time schedule for meeting requirement).
4. Quality Control Inspector Certification required (See below time schedule for meeting requirement)
5. Physically able to inspect all areas of a housing unit (attics, roof, crawl spaces).
6. Ability to lift up to 50 lbs.
7. Must be proficient on a computer including Microsoft Office, e-mail, and Outlook software.
8. Experience working with and understanding of low-income families.
9. Ability to work with minimal supervision.
10. Obtain and maintain valid Michigan Driver’s license.

CERTIFICATION REQUIREMENTS (Outline subject to change):

Within the first 3 months of hire:

1. ASHRAE62.2 evaluation training
2. Indoor Air Quality Certification (State of Michigan training)
3. Combustion Appliance Zone Testing Training

Within 3 to 6 months of hire:

1. LSW and EPA LRRP Certification
2. OSHA Construction 10 Hour
3. NEAT/MHEA Training (state energy audit tool)
4. Air Sealing or Dense Pack Insulation Training
5. State of Michigan Energy Auditor Certification

Within 12 to 18 months of hire:

1. BPI Energy Auditor Certification
2. BPI Quality Control Inspector Certification

