

Regional Initiatives, a division of BakerRipley manages childcare subsidies in support of working parents throughout 60 counties in Texas, provides long-term recovery services for people affected by disasters, manages utility assistance for low-income individuals, provides Weatherization services to low income Harris County households, and manages Workforce Solutions career offices across the region. Programs in this division are funded by public contracts and our reputation as an efficient and reliable steward of our tax dollars has seen this division grow over the years.

### **JOB SUMMARY:**

Provides quality energy assessments for single family, mobile, condominium, townhome, and duplex homes. Completes scope and work orders adhering to program rules and guidelines, building codes, and the Texas Administrative Code. Provides technical assistance as needed; researches and reviews weatherization and building materials; conducts quality control reviews of customer files including inspector and contractor documents.

### **CORE DUTIES AND RESPONSIBILITIES:**

- Review and gain comprehensive knowledge of program rules and guidelines, building codes, Weatherization Standard Work Specifications Field Guides, and the Texas Administrative Code. Disseminates information to weatherization staff and provides technical assistance to subcontracted inspectors and contractors
- Perform customer interviews and educate customers about energy conservation and the weatherization process, assess weatherization and HVAC system needs using LIHEAP (Low Income Home Energy Assistance Program) and DOE (Department of Energy) guidelines
- Perform blower door, duct blaster, pressure pan, and zone pressure diagnostics to identify envelope and duct leakage
- Prepare detailed appliance assessment, building layout, and comprehensive work orders using test results with the objective of hitting blower door and duct blaster targets, aligning insulation properly with the pressure boundary, and installation of Energy Star appliances
- Perform Residential Energy Audits via the NEAT (National Energy Audit Tool) in accordance with DOE standards
- Identify health and safety issues in the home by performing worst case depressurization, CAZ (combustion appliance zone), and carbon monoxide testing for all combustion appliances. Assess indoor air quality needs using ASHRAE 62.2 calculator
- Review assessments and documents before issuing work order
- Comply with company safety policies and procedures
- Maintain confidentiality of customer information
- Review material standards set by WAP Regulations– 10 C.F.R. Part 440.3 and assesses installed materials for compliance. Research new materials and installation methods and makes recommendations to Director.
- Perform quality checks after weatherization measures are installed and test for compliance
- Educate customers on how to use and maintain their new equipment for optimal energy efficiency

- Perform warranty site visits as needed to identify issue, determine if it is warrantable, and coordinate warranty repairs with contractors
- Maintain databases and other project tracking tools as required
- Maintain accurate records and complete all necessary paperwork required
- Adjust to frequent changes in duties and procedures
- Be nonjudgmental and objective in working with customers, vendors and coworkers
- Work independently or in a team setting as needed
- Adhere to deadlines
- Other duties as assigned

**MINIMUM EDUCATION:**

High School Diploma

**YEARS OF EXPERIENCE:**

- Two to four year's construction and or weatherization experience as an inspector/assessor
- Experience within the state of Texas Weatherization Assistance Program network preferred

**CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- BPI (Building Performance Institute) certified Energy Auditor required
- BPI Home Energy Professional (HEP) Quality Control Inspector certification preferred
- Other knowledge, training, or certifications of/for blower door, duct blaster, and combustion appliance zone testing

**TOOL AND TESTING PROFICIENCY:**

- Blower door with manometer
- Duct blaster with manometer
- Pressure pan
- Exhaust fan flow meter
- Combustion and carbon monoxide analyzer

**COMPUTER PROFICIENCY:**

Microsoft Word, Excel, NEAT auditing tool, Internet applications, Smartphone applications including photography

**PHYSICAL DEMANDS:**

Perform work indoor and outdoor, exposed to all temperatures and weather conditions. Possible exposure to hazardous situations, cramped, dark, and small spaces while performing job duties. Must be able to lift and transport ladder and testing equipment to each home including units on the second or third floor.

**OTHER:**

- Valid Texas driver's license with an acceptable driving record
- Dependable personal car or truck to transport person and equipment to homes for assessment. Mileage is paid per mile based on the IRS standard mileage rate.
- Attend national weatherization conferences and other trainings as needed; funding provided by BakerRipley