

ACTION-Housing, Inc. **JOB DESCRIPTION**

Title: Weatherization Auditor/
Quality Control Specialist (QCI)

Reports To: Program Administrator

Department: Weatherization

Position Overview:

Perform a blower door guided energy audit on the homes of Weatherization applicants specifically identified by the Administrator and/or designated program staff. Conducts and reviews Weatherization final inspections on completed work. To include State Weatherization in Allegheny County, City of Pittsburgh and Mon Valley.

Job Responsibilities:

- Conduct an energy usage evaluation of the Weatherization client's home to determine the major areas of air infiltration and heat loss, set up a blower door and record diagnostic readings to determine the state of the home in its current condition, prior to Weatherization
- Perform a computer guided "HEAT App." on the client's home to determine the potential energy savings of the measures we intend to perform on the home and upload into the Hancock Data System.
- Contact clients and set up appointments to perform the energy audit, explain to the clients the reasons for the energy audit and provide general information on what services will be provided
- Submit completed Weatherization Work Orders to the Program Administrator identifying material and labor estimates on designated measures to be performed by a Weatherization contractor
- Perform final inspections on completed Weatherization work to ensure that all items listed on the Weatherization contractor invoice are installed properly in accordance with the Weatherization Assistance Program field standards
- Provide client education to clients on steps they can take on their own to further reduce energy consumption in the home
- Complete inspections and return documentation within one week of receipt
- Construct a work order formatted to the Weatherization Program for each unit to be weatherized
- Do post inspection for quality control of all completed weatherized units
- Assist and respond to the needs of the contractors who are working on any program that I am assigned
- Respond to all trouble jobs within the programs whether with customer or contractor
- Make all contacts needed either by phone or letter to perform day to day tasks to fulfill the programs requirements. All contacts must be documented.
- Completed all required certifications mandated by DCED. This will include online classes, hands on classes in Williamsport, PA. and training with a current Inspector with the HEAT App.

- Other duties as assigned by Program Administrator
- Complete certification for HEP Auditor and Quality Control Specialist (QCI)

Job Requirements:

- Certification by a technical school or equivalent work experience in residential home construction
- Demonstrated knowledge of the principles of air infiltration and the use of a blower door as a diagnostic tool
- A knowledge of a building structure and an understanding of the way a home operates as a system
- Ability to work with a wide range of people.
- Ability to motivate others to help themselves.
- Being a team player.
- Must have your own transportation which we will pay mileage, unless an Agency WX vehicle is assigned to you.
- BPI certified (not required for hire but needed soon after)
- Computer knowledge Word and Excel
- List of Training Certifications to be completed
- HVAC knowledge and testing of all types of HVAC equipment

Conditions:

- Field work daily
- Time spent by oneself while traveling
- Continuous paperwork and computer work
- Field and site visits
- Travel for to acquire required certification
- One office day a week for paperwork

Behaviors:

- Evaluation skills
- People Skills
- Team Player
- Decision Maker
- Professionalism
- Compassion
- Thrifty
- Empowered
- Partner