

Wabash Area Development, Inc.
Job Description

JOB TITLE: Housing & Weatherization Assessor/Inspector (QCI Certified)
DEPARTMENT: Housing/Weatherization
REPORTS TO: Housing/Weatherization Director
GRADE LEVEL: Grade IX
PREPARED BY: Housing/Weatherization Director
PREPARE DATE: August 12, 2019
APPROVED BY: Executive Director
APPROVE DATE: August 12, 2019

SUMMARY: The Housing/Weatherization Assessor/Inspector will perform home assessments, Weather-work audits, historical preservation reviews, work-in-progress, and final inspections and ensures eligibility in compliance with grant requirements. Other duties include working with other Housing/Weatherization staff, contractors, DCEO staff, and Planning Commissions to successfully operate the program.

ESSENTIAL DUTIES & RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each job duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

Assess and inspect residential and multi-family dwellings so that energy related improvements may be determined; communicates dwelling problems to clients and discusses recommended improvements.

Conduct client interviews in order to gain information regarding energy and utility usage, health and safety issues, comfort issues, and problems with heating systems.

Conducts a series of testing protocols, including pre-combustion appliance safety testing to assess the operating condition of combustion appliances to ensure general safety and appropriate carbon monoxide emission levels and/or identify if appliances need to be serviced or repaired.

Performs pressurized diagnostic testing procedures to assess the integrity of building envelopes and duct systems for leakage and outside air filtration.

Utilize diagnostic equipment such as blower door tests, duct blaster, pan tests and infrared cameras in order to determine the most cost-effective measures appropriate for each dwelling. Enters data collected from client and diagnostic testing protocols into the Weather-works and Housing Developer Pro in order to generate energy audit and Housing assessments.

Prepare a complete home assessment that identifies specific work to be completed on the residence, the materials and labor that are needed for project completion and cost estimates for materials and services.

Assesses contractor performance to ensure quality work and compliance with program installation procedures and approved program operating plans and requirements.

Provide customer service to clients, including but not limited to, generating work orders for contractors, scheduling appointments and responding to client and contractor concerns or questions.

The Assessor/Inspector will be responsible for quality control, energy audits, inspections, and the necessary paperwork related to the project.

Enter audit information into the computer and prepare work orders.

Adhere to the rules and regulations of Weatherization Manual, Weatherization Field Guide, Code regulations and Housing specifications.

Perform final inspections on homes and take the steps necessary to authorize the correction of deficiencies on all completed units.

Conducts final inspections for each dwelling, ensure all items are completed to funding standards and obtains signatures from clients regarding certification of completed work.

Tracks and monitors projects and activities throughout the construction process; works closely with contractors, staff, and clients in order to ensure coordinated project activities and timely completion.

Maintains records that are complete and accurate.

Acts as a liaison between contractors and clients as needed.

Maintains knowledge of duties including carpentry, insulation, painting and a variety of other skills craftwork in the repair and improvement of single and multi-family housing units.

Stay informed about standards, installation procedures and regulations as specified by funding sources.

Ensure inspections are completed in accordance to the Weatherization Installation Standards and Policies & Procedure, Health & Safety, Lead Safe Practices and OSHA guidelines. Ensure compliance with State and Federal requirements.

Ensures agency vehicles are in good operating condition.

Maintain confidentiality of all records and information regarding clients.

Attends and participates in staff meetings and related activities; attends conferences, workshops, and trainings required by funding sources.

Be able to climb ladders, work atop roofs and crawl through attics and crawl spaces.

Performs other related duties as assigned or required.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving: Identifies and resolves in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Work well in group solving situations. Use reason even with dealing with emotional topics.

Technical Skills: Pursues training development opportunities; Strives to continuously to build knowledge and skills;

Customer Service: Manage difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve services; Responds to request for service and assistance; Meets commitments.

Interpersonal Skills: Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Respect others time and space.

Oral Communication: Listens and gets clarification; Participates in meetings.

Written Communication: Writes clearly and informatively; Presents numerical data effectively

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit

Cost Consciousness: Works within approved budget; Develops and implements cost saving measures

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support: Follows policies and procedures; Completes administrative task correctly and on time; Supports organization's goals and values.

Planning\Organizing: Prioritizes and plan work activities; Uses time efficiently.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats other with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows thought on commitments; Understands the dynamics of the operation of a successful business.

Quality: Demonstrates accuracy and thoroughness: Monitors own work to ensure quality; Looks for ways to improve and promote quality; Applies feedback to improve performance.

Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses material and equipment properly; Determines appropriate action beyond guidelines.

Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance\ Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management directions; Takes responsibilities for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Design: Demonstrates attention to detail.

Quantity: Completes work in a timely manner; Always willing to help others when feasible.

QUALIFICATIONS:

Knowledge of program standards, regulations and policies.

Basic knowledge of construction, home repairs and HVAC systems.

Knowledge of techniques, methods, materials, tools, and equipment used in basic weatherization and home repair.

Knowledge of OSHA and health and safety systems.

Knowledge of building science principles, International Residential Code-latest version, ASHRAE 62.2, County ordinances, building codes, and state program guidelines for purposes of evaluation and assessment of buildings and their conditions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent required.

Prefer three (3) to five (5) years construction or related work experience (i.e. weatherization, carpentry, contracting, inspection, cost estimation, energy efficiency, home rehabilitation)

Must possess BPI Quality Control Inspector (QCI) certification, OSHA 10/30 card and EPA Lead certification, Lead Risk Assessor/Inspector, and Illinois Home Inspector Licenses or have the ability to obtain card/certifications within a mandated timeframe.

ABILITIES:

Ability to plan, organize, and manage multiple projects and priorities simultaneously; ability to work effectively under pressure

Ability to recognize potential hazards and report safety concerns and violations

Ability to meet project schedule deadlines with dependability and consistency

Ability to communicate effectively, both orally and in writing

Ability to use sound judgment and make timely decisions based on careful, objective review and analysis

Ability to deal with difficult or upset clients

Ability to work independently, as well as part of a team

Ability to maintain effective working relationships with agency staff, homeowners and others encountered in the course of work

Ability to deal with frequent change, delays or unexpected events and adapt to changes accordingly in the workplace

Ability to follow WADI Policies and Procedures and maintain confidentiality in all phases of agency operations

SKILLS:

Must have a working knowledge of computers, internet and basic to intermediate skills in Microsoft Office

Must be able to operate other office machines such as fax, calculator, scanner, printer, copier, and telephone

Must be able to operate a wide variety of hand, power and shop tools and equipment commonly used in construction and/or carpentry; must be able to use and read a tape measure

Must be able to draw and sketch home diagrams needed for projects

Excellent oral and written communication skills including the ability to explain program objectives and procedures to homeowners

Educational and/or professional experience in the areas of carpentry, insulation or any other related building trade
Capacity and willingness to seek Licenses and Certifications in Home Improvements, Home Rehabilitation, Weatherization and Energy Conservation Professional field

Capacity and willingness to learn the operations of the blower door system, pressure diagnostic detectors, carbon monoxide testers and other new products and equipment to improve older dwelling, and be willing to share and train other personnel these skills

Ability to work in a demanding environment and with people of diverse personalities

Good verbal and written communication skills

A valid driver's license and auto insurance

Able and willing to Supervisor and Train unskilled and skilled personnel under their supervision.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manual. Ability to complete required paperwork, forms, program related documentation, and to communicate with program participants and staff.

Mathematical Skills: Ability to add, subtracts, multiply and divides. Ability to measure and calculate housing square footage, window and door sizes, and formulas for ventilation.

Reasoning Ability: Ability to apply common sense to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems as they occur.

Working Conditions: Work is performed indoors and outdoors in varying temperature, weather and humidity conditions.

Background Check: Must successfully complete a pre-employment criminal background check and motor vehicle record check.

Computer Skills: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; and Word Processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to climb ladders, crawl under homes, access attics and other close confined spaces. The employee is required to stand; walk; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 50 lbs. The employee is required to work in the outdoors and indoors. Temperatures in attics may be extremely hot or outside temperatures may be extremely cold.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Staff Signature

Date

Supervisor Signature

Date