



DATE: September 29, 2020

TO: WADI Staff

CC: **Lena M. Hicks**, Executive Director
Lori Bisch, Housing/WX Director
Robie Thompson, Board President
John Warthen, Personnel Chairperson
Felicia Murray, Policy Council Chairperson
Board of Directors and Policy Council, White County

FROM: **Ashley Garlick**, Critical Records /Risk Management/ Marketing Director

RE: **Housing & Weatherization Assessor/Inspector (QCI Certified)**
Housing/ Weatherization Department at Central Office

Wabash Area Development, Inc. has a vacancy/opening for a Housing & Weatherization Assessor/Inspector (QCI Certified) at our Central Office in Enfield. This is a pay grade IX full-time position with benefits as described in the employee handbook.

Education: High school diploma or equivalent required. Prefer three (3) to five (5) years construction or related work experience. 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. Have knowledge of program standards, regulations and policies.

Minimum qualifications: 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.

Responsibilities: 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. Works under the supervision of the Housing/WX Director.

Deadline: Applicants may download a WADI employment application at www.wadi-inc.com or request one at any WADI office. On our website, click on the EMPLOYMENT button for detailed job information. Applicants may mail applications to the WADI CR/RM/M Director at PO Box 70, Enfield, IL 62835 or drop them off at any WADI office. The deadline for all applications to be received by Critical Records /Risk Management/ Marketing Director in Enfield is **no later than Noon, Tuesday, October 13, 2020.**

Equal Opportunity/Affirmative Action Employer

“IMPROVING LIVES • SERVING COMMUNITIES • MAKING A DIFFERENCE”

Lena M. Hicks, CCAP, NCRI
Executive Director