

Weatherization Auditor/Inspector

MWVCAA Weatherization Program

\$ 16.90 to \$19.50 per hour

Full-time, Monday - Thursday, 10 hour days

Kaiser Medical, Vision, & Dental

4% annual salary contribution to 401(k)

Flex, Basic Life insurance, paid vacation, sick and holidays



POSITION SUMMARY Perform Energy Audits to accurately model the home using software to help determine cost effective weatherization measures and repairs necessary to improve the efficiency of the home. Conducts a Health and Safety assessment to look for potential hazards that can be threatening to client or building structure.

The Auditor/Inspectors works closely with contractors to ensure WX measures are being performed and materials installed according to our guidelines. This position also gathers data, performs in-progress inspections, provides energy education, writes detailed reports and clear explanations of work needed or completed.

MINIMUM QUALIFICATIONS The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Associate's degree (A.A.) or equivalent from two-year college or technical school; or one year related experience and/or training; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Oregon driver's license, good driving record, and proof of current auto

insurance. Energy Efficiency Certification Desirable. Must obtain at least 2 certifications of the state REA (Residential Energy Analyst) or BPI training within first 18 months of employment.

PREFERRED COMMUNICATION SKILLS

Able to read, write, speak and understand English sufficient to perform the essential functions of the position. Bilingual (Spanish/English) preferred but not required. Effective customer service skills and ability to follow verbal and written instructions. Demonstrated ability to express oneself effectively both orally and in writing.

OTHER QUALIFICATIONS Ability to work on various tasks simultaneously, as a positive reliable and contributing team member, with minimal supervision. This position requires self-motivation, a positive attitude, and organizational skills. Auditor/Inspector staff must be able to present oneself in a professional manner and the ability to work with culturally and ethnically diverse people of all ages, without regard to gender, race, religion, or socioeconomic level. Demonstrated understanding of basic computer skills such as Microsoft Office, internet searches, timesheets and email.

DUTIES AND RESPONSIBILITIES Write routine reports and correspondence clearly and effectively. Serve as liaison between contractors, clients, landlords, and agency staff. Inform clients of the potential benefits from weatherization. Estimate services and materials needed for weatherization project. Install weatherization materials as needed. Operate, inspect and maintain vehicle, tools and equipment. Perform in-progress inspections to assure compliance with code and Field guide specification. Perform pressure diagnostics using blower door and duct blaster. Conduct diagnostic testing on combustion appliances to determine if appliance/s is operating properly.

PHYSICAL DEMANDS

The employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; stand; walk; use close vision; distance vision; and depth perception. The employee is frequently required to reach with arms and hands; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and operate construction equipment and tools. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. While performing the duties of this job, the employee is occasionally required to use color vision; peripheral vision; ability to focus; and taste or smell.

Ready to make a difference? Here's how to apply:

Applications can be downloaded at www.mycommunityaction.org. Email your application to jobs@mwvcaa.org.

Or mail/submit to: **Mid-Willamette Valley Community Action Agency—Human Resources Job#201807**

2475 Center St NE, Salem OR 97301. Phone 503-585-6232

Equal Opportunity Employer

**Mid-Willamette Valley Community Action Agency
2475 Center St. NE, Salem, OR 97301**

POSITION DESCRIPTION

Job Title: Weatherization Auditor/Inspector
Program/Dept: Weatherization
Reports To: Weatherization Program Director
FLSA Status: Non-Exempt
Revision Date: February 2018
Pay range: K

OUR MISSION: EMPOWERING PEOPLE TO CHANGE THEIR LIVES AND EXIT POVERTY BY PROVIDING VITAL RESOURCES AND COMMUNITY LEADERSHIP.

POSITION SUMMARY Perform Energy Audits to accurately model the home using software to help determine cost effective weatherization measures and repairs necessary to improve the efficiency of the home. Conducts a Health and Safety assessment to look for potential hazards that can be threatening to client or building structure.

The Auditor/Inspectors works closely with contractors to ensure WX measures are being performed and materials installed according to our guidelines. This position also gathers data, performs in-progress inspections, provides energy education, writes detailed reports and clear explanations of work needed or completed.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; or one year related experience and/or training; or an equivalent combination of education and experience.

OTHER QUALIFICATIONS

- Must obtain at least 2 certifications of the state REA (Residential Energy Analyst) or BPI track within first 18 months of employment.
- Ability to work on various tasks simultaneously, as a positive reliable and contributing team member, with minimal supervision. This position requires self-motivation, a positive attitude, and organizational skills.
- Auditor/Inspector staff must be able to present oneself in a professional manner and the ability to work with culturally and ethnically diverse people of all ages, without regard to gender, race, religion, or socioeconomic level.
- Demonstrated understanding of basic computer skills such as Microsoft Office, timesheets and email.
- Must be available to work a 10 hour day, 4 days a week, Monday through Thursday schedule.

PREFERRED COMMUNICATION SKILLS

Able to read, write, speak and understand English sufficient to perform the essential functions of the position. Bilingual (Spanish/English) preferred but not required. Effective customer service skills and ability to follow verbal and written instructions. Demonstrated ability to express oneself effectively both orally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon driver's license, good driving record, and proof of current auto insurance.
Energy Efficiency Certification Desirable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This job description is not intended to be all-inclusive. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

- Write routine reports and correspondence clearly and effectively.
- Serve as liaison between contractors, clients, landlords, and agency staff
- Inform clients of the potential benefits from weatherization.
- Estimate services and materials needed for weatherization project.
- Install weatherization materials as needed.
- Operate, inspect and maintain vehicle, tools and equipment.
- Perform in-progress inspections to assure compliance with code and Field guide specification.
- Perform pressure diagnostics using blower door and duct blaster. Conduct diagnostic testing on combustion appliances to determine if appliance/s is operating properly.
- Conduct inspection of completed contractor and tech work to ensure quality and meets installation specs.
- Comply with MWVCAA safety policies and personnel rules. Attend training sessions as required.
- Assist management in preparing files and records for all program audits.
- Work cooperatively with managers, administration, co-workers and the public. Consistently maintains a professional and courteous manner and an ability to work effectively and harmoniously with other employees and general public
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

CONFIDENTIALITY

Respects the confidentiality of information about Mid-Willamette Valley Community Action Agency clients, staff, personnel issues, and other program operations.

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. Inability to meet these demands may affect continued employment.

While performing the duties of this job, the employee is occasionally required to use color vision; peripheral vision; ability to focus; and taste or smell. The employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; stand; walk; use close vision; distance vision; and depth perception. The employee is frequently required to reach with arms and hands; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and operate construction equipment and tools. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

EQUIPMENT USED

The equipment used described here is representative of that an employee may encounter while performing essential functions of this job.

While performing the duties of this job the employee may use a computer; combustion analyzer; blower door; hand tools, power tools, digital camera, duct blaster, phone, other electronics and tools to accomplish job duties. Employee may be required to use personal protective equipment such as a respirator, protective eyewear and protective clothing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Regularly exposed to fumes or airborne particles and outside weather conditions. Occasionally exposed to extreme heat. Exposed to wet and/or humid conditions; high, precarious places; and risk of electrical shock.
- Driving in all conditions.
- May be required to work in close quarters or in confined spaces on occasion.
- The noise level in the work environment is usually moderate.