



We empower people living in poverty to reach economic stability.

Position Description: **Weatherization Initial Inspector**

Job Title:	Initial Inspector	EEOC Class:	Technical
Department/Group:	Weatherization	FLSA Status:	Non-exempt
Reports to:	Program Administrator	Date Prepared/Updated:	May 2017

General Summary:

Reduce energy consumption and improve the safety of homes by gathering empirical data, conducting tests, and determining appropriate improvements under the guidelines established by the Nebraska Energy Office. Verify completed weatherization work meets specifications and work standards and determine any corrective actions needed to ensure the safety, comfort, and energy savings of the building occupants.

Essential Job Functions:

<p>I. <u>Home Audits/Inspections</u></p> <ul style="list-style-type: none"> ▪ Communicate with homeowner regarding expectations and process of the program. ▪ Conduct initial home inspections using appropriate diagnostic tools. ▪ Complete audit software and generate work orders including all appropriate measures to allow for award of jobs. ▪ Communicate with homeowners regarding recommended measures and repairs needed to move the job forward. Conduct appropriate follow-up. ▪ Communicate with contractors regarding work to be completed. Conduct appropriate follow-up. ▪ Consult with team members and NEO Technical Advisors when questions arise. ▪ Complete and place all required paperwork into the client file. ▪ Facilitate timely contractor payment and agency reimbursement. 	80%
<p>II. <u>Quality Control</u></p> <ul style="list-style-type: none"> ▪ Assist with communications between the Program Administrator and Nebraska Energy Office, and Department of Energy on technical requirements and monitoring of all inspection field work. ▪ Perform inspections to assure that contractor work/installations has been done to standards. Document and follow up on contractor corrective actions as needed. 	5%
<p>III. <u>Administration/General Management</u></p> <ul style="list-style-type: none"> ▪ Keep weatherization equipment inventoried and functional. ▪ Attend all required program, division, agency and community meetings, trainings, and seminars. ▪ Maintain equipment and vehicles and purchase supplies as needed. 	15%

<ul style="list-style-type: none"> ▪ Work collaboratively with fellow staff to advance the mission of Community Action. ▪ Maintain professional and technical knowledge by attending educational workshops and/or reviewing professional publications. 	
IV. Performs other duties as assigned by management. *	

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Required Knowledge, Skills, and Abilities:

General

1. Must support and demonstrate commitment to agency mission, vision, and values.
2. Must be sensitive to the experiences, needs, and strengths of low-income and diverse populations, and individuals with disabilities.
3. Must be a professional representative and advocate of our agency, staff, and clients.
4. Must be committed to achieving excellence in your position.

Position-Specific

1. Must enter position with basic proficiency in Microsoft Office.
2. Must be able to read, write, and communicate English effectively.
3. Must have or be able to obtain the following certifications with-in 9 months of employment:
 - a. Lead Safe RRP
 - b. OSHA -30
 - c. BPI Energy Auditor
4. Must be able work independently to achieve multiple set objectives concurrently and work effectively under pressure.
5. Must be able to work with associates across the agency to promote services, and to ensure consistency of service practices.
6. Must be able to protect the confidentiality of agency client data.
7. Must be able contribute to team effort.
8. Must have knowledge of Weatherization procedures, guidelines, products, regulations and terminology.
9. Must have knowledge of general electrical, plumbing, structural and repair standards.
10. Must have knowledge of Building and Safety Codes and Regulations.
11. Must have a valid Nebraska driver’s license and good driving record.
12. Must have skill in the use of office equipment including computer, fax, printer, telephone system, as well as skill in using tools and equipment such as operating a truck, using a ladder, flashlight, tape measure, screw drivers, drills, caulks, scales, etc.
13. Must be able to lift up to 50 pounds to waist level.
14. Must be able to approach and communicate with a wide range of personalities in a professional and courteous manner.
15. Must be able to comply with agency and program policies, including all confidentiality and safety policies.

Education and Experience:

High School Diploma or GED required. Three to five years experience with and knowledge of the building trade preferred. Valid Nebraska Driver’s License and good driving record required.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing				X
Hearing				X

Standing/Walking			X	
Climbing/Stooping			X	
Sitting		X		
Sitting Still – little movement	X			
Lifting/Pulling/Pushing 5 lbs or less			X	
Lifting/Pulling/Pushing 6-25 lbs	X			
Lifting/Pulling/Pushing 26-50 lbs	X			
Lifting/Pulling/Pushing 51-75 lbs	X			
Lifting/Pulling/Pushing 76-100 lbs	X			
Lifting/Pulling/Pushing more than 100 lbs	X			
Manipulative Finger and Hand Movements: picking, pinching, typing or otherwise working, primarily with fingers and applying pressure to an object with fingers and palm				X

Working Conditions: Off-site working on locations inspecting properties inside and out; year-round in all environmental conditions. Exposure to hot, airless spaces or cold wet spaces; bugs, dust, dirt, mold, odors and trash. 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.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Signature:

I, _____, acknowledge receiving a copy of this job description and that I have reviewed and understand it.

Employee Signature

Date