

**COUNCIL OF THE SOUTHERN MOUNTAINS  
JOB DESCRIPTION**

**Weatherization Estimator/Auditor/QCI**

**Job Responsibilities**

The Estimator/Auditor/QCI's job, scheduled to start consists of:

- estimating the cost of each unit in addition to ordering supplies.
- will perform blower door test,
- track air leaks,
- perform furnace test,
- determine if furnace to be replaced, if so, order, determine if HVAC work needed,
- determine if electrical upgrade needed, if so, contact contractor,
- perform zonal readings,
- duct diagnostics,
- refrigerator test,
- determine target range for home,
- Perform Post Work Inspections or Quality Control Inspections.

Provide all duties required to weatherize homes according to State Weatherization standards. Provide evaluation, planning and execution of weatherization service work to be performed on eligible homes. Position must insure all service requirements are met through the Quality Control Inspections.

**Job Requirements/Duties**

- High School diploma or equivalent-This may be waived with appropriate job experience.
- Must be able to climb ladders, lift a minimum of 50 pounds, work in all weather conditions and be physically able to work in high or closed-in spaces.
- Have basic furnace repair knowledge and some carpentry skills.
- Maintain all State required certifications and trainings to complete the job as mandated.
- Must maintain and exhibit required safety standards and practices and have the ability to implement instructions, plans and program work specifications.
- Must be pleasant, courteous and maintain a professional attitude.
- Must be willing to submit to random drug testing.
- Must pass a pulmonary function test and respirator fit testing.
- Must have the ability to exercise good judgment in evaluation situations and conditions necessary to plan and execute work activities.
- Valid driver's license required for this position.
- **Must be computer literate with knowledge of Word and Excel and able to install and implement additional software as obtained. Must maintain current reporting practices.**
- Other agency related duties as assigned by Supervisor

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date