



Do you want a career doing work that changes lives? Do you have a desire to have an impact on your community?

Join CEDA, the Community & Economic Development Association of Cook County, as we serve over 200,000 residents each year!

Title: Quality Control Inspector

Company: CEDA

Website: <https://www.cedaorg.net/>

Compensation: Commensurate with experience

Classification: Full Time; Non-Exempt

Reports to: Contractor Relations Manager

Supervisor Responsibilities: No

Location: CEDA Central at 567 W. Lake, Suite 1200 in Chicago, IL

Schedule: 8:30a – 5:00p; some nights and weekends as necessary; schedule subject to change based on organizational needs

Purpose: The Quality Control Inspector is responsible for accurately compiling information about residential structures for Quality Control Inspections including but not limited to: construction type, dimensions of building, spaces within the building, and types of building components.

Responsibilities:

- Evaluate existing baseload conduct indoor air quality tests
- Confirm the final results of complex building diagnostic testing protocols: combustion safety and efficiency tests, pressure diagnostics, HVAC distribution tests
- Analyze the final test results and confirm that the appropriate energy conservation measures and retro-fits where accurately allocated by the HEP Energy Auditor and correctly implemented by the contractor and allowable under the IHWAP regulations and guidelines
- Understand and comply with all Illinois Home Weatherization Assistance Program (IHWAP) compliance, regulations, policies and procedures. As well as all CEDA internal and operational procedures.
- Perform whole house building analytics and diagnostics, accurately assess data and enter into the state's energy modeling software. Analyze energy software results and confirm that all ECM's and Retro-fits in the design and scope of work are accurate

- Inspections include: in-progress visual/sensory inspections, pass/fail of weatherization work, customer satisfaction evaluation, post-work diagnostic testing, project/program compliance, worker professionalism
- Complete all production paperwork including but not limited to: Mileage, time records, gas receipts, Final inspection Detail report, Change Orders, Rework Callback, Re-inspection form. Ensure that all documents are present and signed by all required parties.
- Compile, code, categorize, calculate, and tabulate all significant information related to the diagnostic results and data collected during the Energy auditing process

Qualifications:

- High School Diploma or equivalent required
- Basic carpentry skills, on-the-job experience required
- Must be BPI/HEP Energy Auditor certified & certified by the State of IL (if not, must be obtained within one year of employment)
- Related Building Performance Certifications preferred
- Knowledge Competencies: construction, architecture, electrical systems, mechanical systems, energy, and facilities, HVAC, OSHA, EPA, NFPA, ASHRAE, ADA, ERP and QA/QC IECC
- Experience working with various socioeconomic populations
- Bilingual language abilities a plus but not required (English/Spanish)
- Ability to provide valid driver's license and car insurance for travel throughout Cook County
- Must be able to lift, push, pull or carry a minimum of 50lbs, and work from a ladder.
- Proficient in MS Word, Excel, Access, Outlook, SharePoint, Internet, is preferred

Benefits: Medical, Dental, Vision, Life, 401K, and other benefit options

CEDA is proud to be an equal opportunity employer and drug free workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. CEDA will provide reasonable accommodations for qualified individuals with disabilities.

This job description is not intended to represent a complete list of all duties and responsibilities. There may be unplanned activities and other duties assigned.