

## Bid for Quality Control Inspector

- CONTACT:** Mr. Evan Brown, Weatherization Supervisor  
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- WORKSITE:** Texoma Council of Government
- PURPOSE:** This request for bid is contract work for a Quality Control Inspector for the Weatherization Program at Texoma Council of Governments for the PERIOD January 1, 2018- December 31, 2018.
- SUMMARY:** Quality Control Inspector is a residential energy efficiency professional who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodological audit/inspection of the building, performing safety and diagnostic test, and observing the work.
- SCOPE OF WORK:**
1. Inspections include but are not limited to:
    - In progress visual/sensory inspection
    - Evaluating pass/fail of weatherization work
    - Evaluate customer satisfaction
    - Conducting post work diagnostic tests
    - Ensuring worker professionalism
    - Ensuring program/ project compliance
  2. Understand and comply with TDHCA programmatic guidelines
  3. Complete production paperwork including but not limited to: Mileage, time records, gas receipts, assessment and QCI paperwork etc.
  4. Stay up to date with programmatic changes;
  5. Maintain BPI CEU requirements for certifications;
  6. Have the ability to analyze work flow and process trends related repeated findings on QCI inspections.
  7. Must have the professional communication skills to properly share feedback with TCOG Weatherization staff.
  8. Must have the ability to effectively work independently and coordinate schedules to conduct field testing.

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**Requirements:**

- Must have and maintain a current certification as a Quality Control Inspector or Multi-Family throughout the contract period.
- High school graduate or equivalent (GED)
- General background in basic carpentry skills, on the job experience preferred.
- Must be self-disciplined, showing initiative and displaying good judgment.
- Must have the knowledge and experience gathering and analyzing quantitative and qualitative performance data.
- Must have current valid driving license with current vehicle insurance coverage.
- Proficiency with Microsoft office software and calculation of energy load applications.
- Strong communication skills, both verbal and written, with knowledge of energy code.
- Positive interpersonal and collaboration skills dealing effectively with stakeholders at various levels.
- Ability to work in a fast pace environment with a positive attitude and represent TCOG professionally.
- Must be able to lift, push, pull or carry a minimum of 50lbs and work from a ladder.
- Must be BPI/HEP Energy Auditor certified.

**Preferred:**

- Hands on construction field experience working with energy modeling software;
- Knowledge of standards as it applies in the following areas: construction, architecture, electro-mechanical systems, energy, and facilities, HVAC, OSHA, EPA, ASHRAE, ADA, Database, ERP and QA/QC.
- Working experience in construction, energy efficiency, building maintenance and state/federal compliance;
- Experience with Weatherization process, State of Texas regulations and DOE energy rules and requirements.
- Provide own equipment and transportation to and from Inspections.

Travel: Extensive travel through our 19 service counties which include: COOKE, GRAYSON, FANNIN, COLLIN, DENTON, HUNT, ROCKWALL, DELTA, LAMAR, HOPKINS, RED RIVER, FRANKLIN, CAMP, CASS, MARION, BOWIE, MORRIS, TITUS, RAINS.

- Include in bid:
- 1) Cost (Charge) of initial inspection.
  - 2) Cost (Charge) of go-back inspection.
  - 3) Mileage Reimbursement
  - 4) Cost (Charge) of Multi-Family Initial inspection.
  - 5) Cost (Charge) of Multi-Family go-back inspection.

**Deadline for Bid: Wednesday, January 24, 2018**