



Weatherization and Home Repair
Weatherization and Home Repair Inspector I

Salary Range: \$16.00 - \$23.43 per hour (Employee/Employer Paid PERS)

\$13.88 - \$20.33 per hour (Employer Paid PERS)

FLSA Status: Non-Exempt

Date Created: 06/01/2015

Revision Date: 08/02/2021

Position Description/Summary:

Under direct supervision, the Weatherization and Home Repair Inspector I will work in a regular, full-time (40 hours per week) position and is responsible for administering a grant program within the Weatherization and Home Repair Department. This position is based in Las Vegas, but will require a varied work environment including travel throughout the area, as well as traveling to and working from the Carson City office about 30 percent of the time. The amount of travel required may change over time depending on the needs of the agency, department, and program.

This entry level position is distinguished from the Weatherization and Home Repair Inspector II by the level of technical knowledge, skills, abilities, and level of responsibility with which the employees are expected to perform.

This position reports to the Manager of Weatherization and Home Repair.

The individual fulfilling this role shall be a motivated self-starter and have a professional demeanor with the ability to work in a team structure with clients, contractors and team members, as well as independently. To be successful in this role, the Weatherization and Home Repair Inspector I shall be knowledgeable/have ability to be knowledgeable in trade skills, preferably in energy-related construction and weatherization techniques including but not limited to conducting energy and home inspections, program applications review, drafting specifications and cost estimates for rehabilitation, assessing quality control during work performed, providing technical support and acting as a liaison for program participants and contractors, managing multiple jobs, maintaining specialized and complex records, and meet program timelines.

Essential Duties and Responsibilities:

Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential duties and responsibilities:

- Under supervision, reviews applications from individuals requesting assistance through the Weatherization Assistance Program, determines eligibility of applicants based on program parameters and submits applications to Manager with a recommendation regarding participation in the program.



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- Advises Weatherization program participants of program requirements throughout all phases of the program process; aids applicants in preparing grant applications.
- Under supervision, conducts energy audits, blower door tests, and assessment on dwellings to determine eligibility for program assistance; with guidance prepares specifications and cost estimates for rehabilitation and weatherization.
- Conducts onsite inspections as necessary to assess quality control of work being performed by contractors to ensure compliance with contract specifications; recommends release of payments based on verification that work has been completed and is consistent with contractual agreements; and reviews change orders and ensures modifications comply with program requirements.
- Under supervision, provides technical assistance to contractors and homeowners to resolve disputes and to ensure final resolutions are consistent with contract program requirements; and responds to client's immediate health and safety issues.
- Assists in preparing written reports on program activities assessing strengths and weaknesses of program aspects, violations of contract obligations, and federal and state requirements including number of units assisted, number of clients served, ethnicity of program participants, and income levels of participants.
- Participates in outreach efforts to inform potential program participants about the program and the opportunities it provides.
- Under supervision, develops and delivers training on awareness of Weatherization and Energy conservation projects, program development activities, and weatherization improvement measures.
- Maintains project activity logs detailing status, progress, contract issues, and related information.
- Works with the Manager of Weatherization and Home Repair and the Finance department to administer program budget, including managing invoices, billing and grants; and in conjunction with the Finance department, responds to sub-grantee request for proposals to overseeing entity.
- Interacts with federal, state and other public sector organizations, private consultants, and citizens.
- Assists in day to day procurement of weatherization services from approved vendors.
- Ensures compliance with applicable laws, regulations, programs, policies and procedures.
- Performs timely and accurate data entry.
- Supports and assists Weatherization and Home Repair Inspector II as required and appropriate.

Qualifications:

- Any combination of training, education and experience that would provide understanding of the required knowledge and abilities. A typical way to gain the required knowledge is to possess a high school/equivalent diploma, plus a minimum of two (2) years of trade work experience in residential construction, weatherization projects, or housing programs involving energy conservation or housing rehabilitation, energy audits and assessments.
- *Language Ability:* Excellent reading comprehension in regards to technical procedures/manuals and governmental regulations; excellent written communication skills, specifically, the ability to create accurate reports and draft effective, professional emails, memos, business letters, etc.; ability to effectively edit own work for grammar, spelling, and clarity; ability to speak, read, write, and interpret English. Ability to speak, read, write, and interpret Spanish a plus.

- *Computer Skills:* Beginning to intermediate skill in Microsoft Office 365 applications, including Word, outlook, and Excel. Ability to learn and utilize new software programs as required.
- Valid driver's license required.
- Industry Certifications preferred at time of hire **or** ability to obtain within 18 months of hire is required:
 - Building Analyst Certification (BPI- BA) Health & Safety,
 - Indoor Mold/Air Pollutants
 - Lead-Safe Weatherization
 - Nevada Housing Division Weatherization Training
 - OSHA 10 General Industry

Working Environment:

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.

The Weatherization and Home Repair Inspector I work is divided between indoor office or dwelling spaces and outdoors. Incumbents may be exposed to outdoor elements such as extreme weather conditions, heavy traffic, loud noises, hazardous materials, heavy dust, pollution and other construction related conditions. The office environment consists of shared or isolated working space, with a desk located in a generally clean, climate-controlled environment with limited exposure to conditions such as dust, fumes, noise or odors. Interruptions to planned work activities occur frequently. The noise level in the work environment is typically moderate. Travel is required to complete outlined essential job functions, such as dwelling assessments/inspections, quality control walk-throughs and offsite meetings. An agency vehicle shall be provided. May require work in confined spaces. May occasionally require an adjusted work schedule, overtime, and/or evening/weekend hours in order to meet deadlines or perform program tests or address/fix computer and/or main system issues.

Physical and Mental Demands:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Employee must have the ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and contractors. Regular and consistent punctuality and attendance are required. Employee must possess the strength, dexterity, and coordination to use a computer keyboard and video display terminal for prolonged periods. Ability to bend, stoop, sit, and stand for long periods of time, to handle files, office supplies and single pieces of paper, to occasionally lift files, stacks of paper, office equipment, small/medium-sized boxes and other materials. Ability to reach, bend, squat and stoop to access items above and below desk level, and load in and out of vehicles, and the manual dexterity and cognitive ability to operate a personal computer, as well as office equipment. Ability to communicate effectively via telephone, email and any other internal communication method identified by the employer. Employee must be able to lift items, materials, supplies, equipment of up to 50 pounds, is occasionally required, with or without the assistance of a hand truck or cart. The individual ability to traverse stairs and/or scale a ladder may be required from time to time. There may be occasions that require climbing stairs and/or scale a ladder while carrying materials, supplies, equipment or other items.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Acknowledgment:

I acknowledge that I have read and understand the above job description.

Employee Signature

Date

Human Resource Signature

Date