



---

**Job Title:** WX Assessor/Inspector

**Pay Range:** \$20-\$25/hour

**Reports to:** Energy General Manager

**Exempt:** No

**Supervision of Employees and/or Volunteers:** Yes

**Hours:** Full Time

---

### **Summary**

Under the direct supervision of the Energy General Manager you are responsible for performing residential energy assessments, developing scopes of work for energy efficiency and related health and safety retrofits, managing staff and subcontractors to ensure quality and timeliness of work, and maintaining excellent service for the clients of the Weatherization Department. In addition you are responsible for performing quality control inspections upon completion of work performed by the Weatherization Crew to insure adherence to programmatic guidelines. You work closely with the WX Billing Manager to meet the needs in expending contract allocations and you are responsible for all aspects of Weatherization Crew supervision, training, and workforce development.

### **Essential Functions**

- Inspect and analyze building envelope, HVAC systems, heating systems, electrical, plumbing and all other aspects of building characteristics that may be considered for improvement under the departments active contracts
- Obtain special order estimates from vendors and estimate job costs upon initial inspection;
- Perform the applicable energy audits and diagnostic tests including requisite paperwork; collect the necessary information for Historic Preservation and Building Permit applications;
- Administer diagnostic testing on audited homes; including blower door test, and combustion analysis on homes containing combustible appliances and or heating systems;
- Coordinate and inspect work completed by Weatherization Crew, HVAC and other subcontractors to ensure for quality, completion, and program compliance;
- Administer technical training around measure installation and oversee all assessments and post-inspections performed by others;
- Ensure program compliance for materials and installation so that there are excellent outcomes on contract program inspections;
- Be present during contract program inspections and building inspections in order to answer questions and correct issues;
- Assist with smooth and orderly administration of programs with timeliness of completing paperwork, maintaining client files, data entry, and phone calls;
- In conjunction with the WX Billing Manager you assure progress and status of work flow within the department to provide comprehensive client services and meet budget and contract goals;
- Oversee day-to-day of weatherization crew activities and conduct weatherization crew reviews.

**Weaving a stronger community, together....**

- Be the primary point of contact for Compliance and Program Services Monitoring activities and ensure excellent program compliance.
- Help develop and implement policy changes to address any findings or recommendations from the monitoring process or to address issues identified by internal reviews;
- Responsible for overseeing the Energy Department's implementation of GNS' Injury and Illness Prevention Program (IIPP) with regards to the warehouse and job sites; participate in the annual review of the IIPP; and providing and documenting the required procedural and safety trainings to the Weatherization Field Crew (including Tailgate Safety Meetings);
- Make presentations on program functions and effectiveness to stakeholders and partners;
- Attend trainings to obtain and keep current on certification and license requirements and to learn new technology and incorporate new methods in our delivery of weatherization services;
- Perform other related duties as required.

### **Competencies**

- Knowledge of Siskiyou County and local jurisdiction building codes;
- Good knowledge of construction principles and methods, including familiarity with building diagnostics such as blower door, duct leakage and combustion safety testing;
- Ability to develop an in-depth understanding of the rules and regulations of CSD and other weatherization related programs;
- Excellent ability to read and interpret contracts and program materials including ability to reason and make decisions based on those interpretations, and ability to determine program adherence to contracts and regulations;
- Ability to effectively lead a team by setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable;
- Excellent customer relation skills with attention to sensitivities of being in clients homes;
- Capacity to keep highly accurate records;
- Knowledge of Microsoft Windows and Office (Word, Excel, Outlook);
- Must be a self-starter who learns and adapts quickly with required program training or direction;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a team.

### **Supervisory Responsibility**

WX Field Supervisor

### **Work Environment**

Work is typically performed in and/or outside of Great Northern Services' facilities and in clients' home that are in various conditions. You will drive daily to multiple locations. Occasional work outside of normal working hours, such as evenings and weekends for training and/or meetings.

You are accountable to contribute to a safe and healthy work environment. This includes, but is not limited to: Successfully completing safety training; Complying with safety rules and practices; Notifying manager/supervisor immediately of any safety/health concerns.

### **Physical Demands**

In order to successfully perform the various duties of this job, you are frequently required to walk, stand and sit as well as setting up and climbing ladders. Frequently handles or feels objects including operating hand and power tools and controls. Must be able to reach with hands and arms. Must be able to lift

**Great Northern Services**

and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Regularly required to maneuver and/or work in small or confined spaces (i.e. attics and/or crawl spaces, etc.) Regularly required to talk and hear. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Physical demands described here are representative of those that must be met by weatherization field employees. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Position Type and Expected Hours of Work**

This is a full time position 40 hours per week Monday to Thursday.

**Travel**

- Must have a valid driver’s license with acceptable driving record and maintain a dependable personal transportation throughout the course of employment;
- Must be available to stay overnight on out-of-town assignments, work on weekends and/or overtime as needed.

**Required Education and Experience**

- High school diploma or equivalent education such as a GED. Eighteen (18) months of additional qualifying work experience will be substituted for a high school diploma or GED;
- 5 years of “hands on” experience in weatherization, construction, or energy efficiency fields;
- Must be able to take and pass all required training and obtain all certifications as required by each program including but not limited to OSHA 30, EPA Renovator, Field Assessment, Field Supervision, Quality Assurance/Inspector, and REM/Design Energy Audit;
- Be Building Performance Institute (BPI) certified as a Quality Control Inspector OR meet the prerequisites for that certification and be willing to work towards obtaining it;
- Be licensed as a contractor in the state of California OR meet the prerequisites for licensing and be willing to work towards obtaining a contractor’s license.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

GNS maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either GNS or the employee.

**This job description has been approved by all levels of management:**

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Energy General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

***Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.***

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Great Northern Services**