



HOUSING AUTHORITY OF SKAGIT COUNTY

This institution is an equal opportunity provider and employer.

HUMAN RESOURCES COMMITTEE

JOB POSTING

JOB TITLE: Energy Auditor/Quality Control Inspector

MAJOR FUNCTION AND PURPOSE: This is a Non-Exempt, Full-Time position with typical business hours from Monday through Friday, 8:00 a.m. to 5:00 p.m. This position requires understanding of, and commitment to the agency and the agency's mission and vision. The Energy Auditor/Quality Control Inspector will work as part of team with other Weatherization (Wx) Program staff & contractors to provide cost-effective, high quality weatherization services to low-income households in Skagit County. The position requires excellent organizational and communication skills, and an ability to work positively and cooperatively with the rest of the Weatherization Team, landlords, community partners, and HASC customers.

REPORTS TO: Weatherization Program Manager

SUPERVISION: Person in this position does not supervise staff.

COMPENSATION AND BENEFITS:

This position may be filled at a Seasoned Weatherization Energy Auditor/QCI level (Hiring Criteria A), at a Seasoned Energy Auditor/Building Analyst level (Hiring Criteria B), or at a Home Assessor/Energy Auditor Trainee level (Hiring Criteria C)

Applicants with current BPI QCI Certification are eligible to apply for permanent Energy Auditor/Quality Control Inspector position (Hiring Criteria A).

If the position is filled as a Hiring Criteria B level, the selected candidate will be expected to complete a training program that includes both theoretical and on-the-job training with the expectation of skills development to meet the pre-requisite to take and pass the Quality Control Inspector (QCI) exam.

If the position is filled as a Hiring Criteria C level, the selected candidate or qualified employee will be required to obtain certification within 90 days of employment prior to potential promotion to permanent Energy Auditor/Building Analyst position within 90 days of employment.

The selected candidate will train with Weatherization staff in the office and the field to learn the policies, procedures and protocol of HASC Wx as well as attend training at the Building Performance Center and other providers to obtain all necessary certifications.

- ❖ HASC's Hiring Criteria A – Starting wage \$18.25 per hour
- ❖ HASC's Hiring Criteria B – Starting wage \$16.67 per hour.
- ❖ HASC's Hiring Criteria C – Starting wage \$15.00 per hour
- ❖ Vacation and Sick Leave.
- ❖ Medical, Vision, Dental.
- ❖ Retirement. (PERS 2 or 3; additional optional, supplemental plan also available)



ELDERLY & FAMILY HOUSING

LOW-INCOME WEATHERIZATION



1650 Port Drive, Burlington, Washington 98233 ♦ (360) 428-1959 ♦ FAX: (360) 424-6005



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DUTIES INCLUDE:

1. Maintains current, accurate working knowledge of and compliance with applicable Commerce weatherization and repair policies, procedures, standards and specifications.
2. Conducts initial evaluations of eligible clients' homes as to whether they are either likely Wx candidates or should be deferred due to issues such as the need for repairs that are beyond the scope of the program. Submits deferral recommendations to Wx Program Manager for review and written approval.
3. Conducts comprehensive energy audits/assessments of homes to identify available energy conservation measures, ventilation and other required health and safety measures, and Wx-related repair measures required to enable or protect energy conservation measures.
4. Applies Washington State Department of Commerce (Commerce) Priority Measures List or, as appropriate, Targeted Residential Energy Audit Tool (TREAT) computer energy audit to develop work scopes that meet savings to investment ratio (SIR) requirements.
5. Prepares accurate, detailed work scopes for review and written approval by Wx Program Manager.
6. Explains approved work scopes to clients and obtains written acceptance from them.
7. Drafts procurement documents such as bid requests, requests for quotations (RFQs), requests for proposals (RFPs), etc., for approval by Wx Program Manager.
8. Evaluates and compares contractor procurement submissions for price, responsiveness, required qualifications, etc., and makes recommendations to Wx Program Manager regarding which proposals best meet the procurement criteria.
9. Maintains detailed procurement and other project documentation according to federal, Commerce and HASC requirements.
10. Maintains required personnel separation between energy audit/project management and quality control inspection roles on individual jobs.
11. Manages jobs to ensure that work proceeds as efficiently as possible and production goals are met.
12. Develops, maintains and, as necessary, revises job checklists and other printed and electronic forms to ensure they meet current requirements.
13. Ensures that subcontractor work complies with all applicable policies, procedures, standards and specifications and is of consistent high quality.
14. Conducts in-progress and final inspections to ensure that subcontractor work complies with applicable federal and state rules and regulations with regard to lead-based paint and asbestos, including EPA's 2008 Lead Repair, Renovation and Painting (RRP) Rule and any subsequent amendments



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15. Communicates with subcontractors regarding problems identified during inspections to ensure that they are corrected promptly, that all involved understand why the work was found to be deficient so that such problems do not reoccur.
16. Ensures that accurate, up-to-date job cost documentation including purchase orders, change orders, invoices, etc. is maintained for all subcontractor work and that these records are provided to the Grant Specialist in a timely manner.
17. Maintains accurate, up-to-date tool, equipment, and vehicle inventory records.
18. Ensures that tools, equipment, and vehicles are properly maintained in safe operating condition and that accurate, up-to-date maintenance records are kept.
19. Maintains accurate, up-to-date personal employee time records and submits them to the Grant Specialist in a timely manner.
20. Attends training sessions, workshops, conferences, etc., to stay up-to-date on required knowledge and skills.
21. Obtains continuing education units (CEUs) required for periodic renewal of Building Analyst, Energy Auditor, Quality Control Inspector and other required certifications.
22. Carries out other related duties as assigned by the Wx Program Manager.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Ability to work with a high degree of accuracy and attention to detail in a fast-paced atmosphere.
- 2) High standards for work ethics; punctual, dependable, organized and able to follow instructions.
- 3) Ability to learn, follow and apply complex regulations and procedures.
- 4) Ability to relate with the public and other employees with courtesy, tact and good judgment.
- 5) Ability to work with Excel, Word, Outlook and agency specific data-base systems.
- 6) Ability to type at least 30 wpm
- 7) Bi-lingual or multi-lingual; ability to translate for staff, customers and the general public preferred.

EDUCATION, EXPERIENCE AND CERTIFICATES:

Education:

- Must have a High School Diploma or GED. Two years of college coursework (preferred) or equivalent combination of skills, experience and education.

Experience: The ideal candidate must have the following experience or the ability to acquire the knowledge during HASC training:

- Have (and maintain in good standing) a Washington State Driver's License and evidence of a good driving record for pre and continued employment.
- Must pass a criminal background check.



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- Must be able to drive weatherization vehicles & must be eligible for coverage on HASC's insurance.
- Have knowledge of professional business office practices and procedures.
- Have knowledge and be able to maintain compliance with Fair Housing and Washington State Landlord/Tenant Laws.
- Have experience with administrative procedures, policies, and program regulations as they pertain to the Weatherization Program.
- Possess knowledge of, and practical experience in, calculation of annual income eligibility for the low-income weatherization program, experience with calculation of other building science equations such as heat loss and area weighted averages.
- Knowledge of construction safety & work flow

Certificates:

- Hiring Criteria A - BPI Building Analyst or Energy Auditor and BPI QCI certification
- Hiring Criteria B - BPI Building Analyst or Energy Auditor certification with BPI QCI certification within the first year of employment
- Hiring Criteria C - BPI Energy Auditor certification within 90 days of employment
- CPR/First Aid & EPA Lead RRP certifications within 90 days of employment

OTHER POSITION REQUIREMENTS: Candidates selected for this position must pass a criminal history background and a driving record check as a condition to employment.

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

R = RARELY O = OCCASIONALLY F = FREQUENTLY

Physical Activity	R	O	F
Sitting			X
Stationary Standing			X
Walking			X
Crouching (bend at knee)		X	
Kneeling/crawling/duckwalk		X	
Bend at waist			X
Twisting (knees/ waist/ neck)		X	
Climbing		X	
Grasping		X	
Driving a car			X
Repetitive motions (keyboard/data entry)			X
Lifting/Carrying: --- 40 pounds		X	



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To apply – send Cover Letter & Resume to: Hiring Committee / 1650 Port Drive / Burlington, WA / 98233 or submit resume by email to: HRC@skagitcountyha.org with subject line: Weatherization Energy Auditor/QCI -- RESUME & CV LETTER.

Housing Authority of Skagit County is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, sex/gender, familial status, disability or religion.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Work can involve extensive times sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also be able to drive company vehicles. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change.



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