

Kentucky Housing Corporation Job Description

Job Title: Weatherization Monitor/Trainer

Work Group: Multifamily Programs and Asset Management

FLSA Status: Exempt

GENERAL PURPOSE OF THE JOB: Responsible for conducting monitoring of Weatherization Assistance Program job files, equipment inventory, in-progress and completed field work, at every program agency in the state. Provide comprehensive, occupation-specific training which follows a curriculum aligned with the Job Task Analysis for that occupation in addition to single issue training to address acute deficiencies in the field. Provide technical assistance in the field to bring resolution to technical and training issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for developing and conducting training for the following: Quality Control Inspector (QCI), Energy Auditor (EA), and Crew Leader, Dwelling Needs Evaluator & Installer. Training will encompass Combustion Appliance Zone (CAZ), Heat System Analysis, Zone Pressure Diagnostics (ZPD), American National Standards Institute/American Society of Heating and Air-conditioning Engineers (ANSI/ASHRAE) Standard 62.2, National Energy Audit Tool/Manufactured Home Energy Audit (NEAT/MHEA) Software, Building Code Compliance, Hands-On Material Installation, and interpretation/application of National Fire Protection Association (NFPA) 54,58, 31, 211, and 70 Codebook regulations.
- Provide technical assistance with NEAT/MHEA audits, using inspection equipment, conducting CAZ tests, site visits, webinars, and phone consultations.
- Complete general office work, including reporting, recording, and filing of program-related information; KHC Green Reporting, and expense report/mileage tracking.
- Conduct monitoring of 23 sub-grantees, including file reviews and inspection of completed dwellings; prepare necessary follow-up correspondence within established deadlines.

KNOWLEDGE OF:	SKILL IN:	ABILITY TO:
<input checked="" type="checkbox"/> Federal housing programs, laws and regulations <input checked="" type="checkbox"/> Grant programs/compliance monitoring <input checked="" type="checkbox"/> Word processing/spreadsheet applications such as Microsoft Word/Excel <input checked="" type="checkbox"/> Basic rules of grammar and business writing <input checked="" type="checkbox"/> Basic mathematic principles	<input checked="" type="checkbox"/> Collecting, analyzing and evaluating data <input checked="" type="checkbox"/> Dealing with a diverse group of external and internal contacts at all levels <input checked="" type="checkbox"/> Analyzing problems and reaching solutions <input checked="" type="checkbox"/> Developing, implementing and coordinating of policies and procedures	<input checked="" type="checkbox"/> Plan and organize work activities <input checked="" type="checkbox"/> Prepare reports <input checked="" type="checkbox"/> Present ideas effectively <input checked="" type="checkbox"/> Handle sensitive/confidential information <input checked="" type="checkbox"/> Travel extensively throughout the state which may include overnight stays <input checked="" type="checkbox"/> Develop work plans and implement projects independently <input checked="" type="checkbox"/> Work in unsupervised

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Additional Information: Position requires the ability to interact with, on a daily basis, and effectively communicate with a diverse cross section of people. Must have ability to deal effectively with conflict; ability to work well under high pressure situations; ability to plan and present ideas effectively, both verbally and in writing; ability to plan, organize, and coordinate work activities. Position requires strong analytical skills, including problem-solving, and attention to detail to ensure a high level of accuracy. Must have ability to work under minimal supervision. Also requires knowledge of MS Office Suite products.

Position requires use of personal vehicle to travel extensively in course of business. As a result, safety precautions must always be considered.

Must have knowledge of and ability to interpret and apply the following technical codebooks when conducting training classes and monitoring/assessing weatherization field work of agencies: NFPA 54; NFPA 58; NFPA 211; NFPA 31; NFPA 70, (National Electrical Code); ASHRAE 62.2-2010 and subsequent addendums; Kentucky HVAC Codes as applicable; Kentucky Building Codes/IRC 2009.

Requires knowledge of and ability to interpret and apply federal/DOE regulations that govern activities of the weatherization assistance program.

Must have ability to interpret, apply, revise/update, and write new regulations as needed for the Kentucky Weatherization Program Manual and Kentucky Weatherization Field Guide, and ability to develop training curriculum, training materials, and train weatherization personnel to become Dwelling Needs Evaluators/Energy Auditors/Quality Control Inspectors.

Education Requirements: Position requires Certifications and/or Training Certificates in the following:

- IREC Certified Quality Control Inspector
- EPA Certified Lead Renovator
- Level 1 Building Thermographer Certification
- OSHA 30 Hour Construction Safety Training
- Asbestos Awareness Training
- Lead Safe Work Practices

These certifications must be obtained within the first six months of employment.

Experience Requirements: Position requires more than three years' experience working in the Weatherization Assistance Program or equal energy retrofit program as an Energy Auditor, Quality Control Reviewer, Inspector, Crew Leader, Dwelling Needs Evaluator or related position.

PHYSICAL DEMANDS: How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes below.

	None	<50%	>50%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Use hands to finger, handle, or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight is lifted or force is exerted? If so, how much and how often? Check the appropriate boxes below.

	None	<50%	>50%
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Make notes on the specific job duties that require the physical demands selected above. Close vision is needed for extensive reading of code books, equipment data plate and diagnostic equipment.

Distance vision is needed for driving and jobsite review of roof conditions and equipment.

Color vision is needed for safety in jobsite conditions and electrical wiring distinguishing.

Depth perception is needed for jobsite safety around equipment and climbing.

Focus ability is needed for safety on the jobsite and the ability to perceive diagnostic and existing equipment conditions.

TRAVEL REQUIREMENTS: How much travel is required for this position? Show the amount of time by checking the appropriate boxes below.

	None	<50%	>50%
In-state	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Out-of-state	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION: Work may require use of personal vehicle to travel extensively throughout the state to conduct trainings. May require overnight stay and also may require out-of-state travel to attend trainings or conferences.

Required Competencies

Written Communication: Is able to write clearly and succinctly in a variety of communication settings and styles. Has the ability to get messages across that have the desired effect.

Customer Focus: Dedicated to meeting the expectations and requirements of internal and external customers.

Ethics and Values: Adheres to the corporate values of respect, commitment and integrity.

Organizational and Priority Setting Skills: Sets goals and objectives; identifies roadblocks; uses time effectively and efficiently and can handle uncertainty and cope with change.

Initiative: Effectively completes assigned tasks, seeks additional opportunities and continuously strives to improve skills and abilities.