



**Job Title:** Quality Control Inspector  
**Classification:** Full time  
**Reports to:** Production Manager  
**Direct Reports:** None  
**Exempt Status:** Nonexempt  
**Department:** Weatherization

**Program Description:** The Low Income Weatherization Assistance Program (LIWAP) provides cost-effective energy-efficient home improvements to Missouri's low income households. The purpose of the program is to lower utility bills and improve comfort while ensuring health and safety.

**Requirements:**

1. High School Diploma or GED required
2. Quality Control Inspector BPI certification required. BPI Envelop Professional and Building Analyst preferred
3. Two years college or Associates degree in Energy Science or related field required; college can be substituted with experience in Residential or General Contracting or HVAC certification/license
4. Minimum of one (1) year experience in Energy Auditing
5. Experience working with the public
6. Ability to learn and work in various software programs to enter data, read, comprehend and follow training manual guidelines and procedures
7. Excellent communication skills, written and verbal
8. Ability to calculate mathematical formulas and communicate effectively with customers and contractors
9. Ability to carry, climb and balance on a ladder
10. Ability to frequently lift and move up to 25 pounds and on occasion lift and move up to 50 pounds
11. Must have and maintain valid driver's license and car insurance; an insurable driving record to operate an agency vehicle.

**Essential functions:**

1. Review all projects before major work order is issued, discuss findings with Weatherization Lead Inspector or Production Manager as needed and recommend necessary changes for line items on work orders before they are issued
2. Perform Residential Energy Audits (test in/test out) in accordance with Weatherization Assistance Program standards
3. Perform final inspections utilizing Quality Control procedures
4. Analyze energy bills and the results of the energy audit using computer software
5. Prepare written report of audit findings, including retrofit recommendations
6. Identify health and safety issues
7. Prepare detailed work scopes and comprehensive work orders, pricing, measures, and quantities for proposed retrofit work
8. Coordinate service delivery with the co-workers
9. Perform client interviews and educate clients about energy conservation, evaluate weatherization and heating system needs using standard methods
10. Maintain confidentiality of client information
11. Perform quality checks after products are installed
12. Maintain accurate records and complete all necessary paperwork required
13. Comply with OSHA and company safety policies and procedures
14. Ability to work effectively in high stress situations



**Job Title:** Quality Control Inspector  
**Classification:** Full time  
**Reports to:** Production Manager  
**Direct Reports:** None

**Exempt Status:** Nonexempt  
**Department:** Weatherization

- 15. Good organizational skills
- 16. Ability to work independently and adhere to deadlines
- 17. Perform other duties and special projects as assigned
- 18. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
- 19. Any other duties as assigned

**Physical Demands:**

Sitting	5%	Standing	60%
Bending	20%	Lifting	15 %

Perform work indoor and outdoor, exposed to all temperatures and weather conditions. Possible exposure to hazardous situations, cramped, dark, and small spaces.

**Uniforms**

Uniform shirts and safety gear provided and must be worn in conjunction with company policy.