

JOB DESCRIPTION

JOB TITLE: Weatherization Auditor

SUPERVISION RECEIVED: Reports to and works under the general supervision of the Weatherization Program Manager.

SUPERVISION EXERCISED: This is a non-supervisory position. This position educates crews on compliance of local, state, and federal regulations relating to weatherization and construction.

POSITION SUMMARY: Serves as inspector for the construction activities involved in the weatherization programs. Surveys and inspects homes to be weatherized or repaired. Inspects completed work for compliance with specifications.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Read, write and understand work order for specific weatherization job.
2. Contact the client to verify the scope of work and schedule work to be completed using software and other assessment tools. Create reports based on assessment.
3. Perform house diagnostic testing, such as but not limited to, blower door, duct blaster, room balancing, worst case combustion testing.
4. Conducts energy audits and identifies quantity and type of weatherization measures.
5. Contact client to review recommended weatherization measures. Ensure client understands scope of work.
6. Follow agency safety procedures for operating fleet vehicles. Some job sights up to 80 miles from shop.
7. Perform in-progress and final inspections on all work for compliance with the construction contract, performance standards and regulators. Educate crew members and contractors on compliance issues. Resolve change orders as needed.
8. Re-inspect completed job to ensure proper installation and compliance with procedures.
9. Unload tools and materials as needed.
10. Consistently maintains a professional and courteous manner and an ability to work effectively and harmoniously with other employees and the general public.
11. Maintains regular job attendance and adherence to working hours.
12. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE: High School diploma or equivalent plus two years college or Associate of Arts degree. 10 hours OSHA Safety Training. Two years experience in all phases of residential construction/remodeling with a minimum of one year in the weatherization field. Must have one year experience in a lead position. Must hold or be able to obtain Department of Energy approved certifications or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of practices, techniques, materials and tools utilized in the building trade; knowledge of OSHA requirements and building codes. Must have ability to assess substandard conditions in buildings and provide accurate reports of inspections. Ability to communicate effectively, both orally and in writing. Must possess a valid Oregon Drivers License with an insurable driving record to operate an agency vehicle.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification. Obtain and maintain applicable certification(s) as required.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The homes are in disrepair and may contain lead paint and asbestos. We often work in tight spaces like attics and under floors. They are very dusty, dirty, moldy and muddy. There are spiders, snakes, rodents and other animals in areas we work in. We use power tools that are loud and cause flying debris. We work outside in all types of weather conditions. Many of our clients have special needs that require you to adapt your communication style to their needs.

In the performance of the job duties, the employee will predominantly work on construction sites that are outdoors with adverse weather conditions including but not limited to high and low temperatures, wet and/or humid conditions, high elevation locations, precarious places and exposed to wet fumes or airborne particles, and vibration. The noise level in the construction environment is quiet to loud.

While performing the duties of this job, the employee is required to stand; walk; use hands to handle, feel, or operate objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

There is continuous mental/visual demand for constant alertness or activity that requires hand/eye coordination.

The employee must occasionally lift and/or move up to 50 pounds.

You must wear proper personal protective equipment as required.

I certify that I have read and understand the responsibilities assigned to this position.

Employee

Signature: _____

Printed

Name: _____ Date: _____