



State of Iowa
Field Inspector/Trainer

SALARY	\$24.16 - \$36.70 Hourly \$1,932.80 - \$2,936.00 Biweekly \$50,252.80 - \$76,336.00 Annually	LOCATION	State of Iowa - Remote, IA
JOB TYPE	Full-time	JOB NUMBER	24-02761
AGENCY	401 Health & Human Services - Central Office	OPENING DATE	02/15/2024
CLOSING DATE	2/29/2024 11:59 PM Central	LINKEDIN TAG	#LI-POST
POINT OF CONTACT	Amy Hill - ahill4@dhs.state.ia.us		

Job Description

The Iowa Department of Health and Human Services (HHS), Division of Community Access is seeking applicants for two Field Inspector/Trainer (Program Planner 2) positions for the Weatherization Assistance Program (WAP). The WAP is the nation's largest residential energy efficiency program providing weatherization, energy efficiency, and health and safety measures for households with limited income. The Field Inspectors/Trainers will travel on a regular basis to inspect households within the State of Iowa, to ensure weatherization work meets program requirements.

If you like helping people ensure their dwelling is energy efficient so they can live in comfort, this is an excellent job for you! These full-time positions receive full State of Iowa benefits listed below.

Hours, Travel and Expense Reimbursement:

This is a full-time opportunity, Monday – Friday with typical hours being from 8:00 AM- 4:30 PM with overtime as needed. Field Inspectors/Trainers travel approximately 50% of the time with some overnight stays. When overnight stays are necessary, hotel stays will be reimbursed when they are in accordance with the Department of Administrative Services (DAS) State Accounting Enterprise (SAE) procedures.

A state vehicle is available to use for travel, or a reliable personal vehicle may be used. If a personal vehicle is used, mileage is paid at \$0.50/mile travelled according to the DAS SAE procedures. Having and maintaining a valid driver's license and insurance is required.

When Field Inspectors/Trainers are not traveling, work may be done from the nearest HHS full time office or from their home, upon successful completion of the training period.

Core Job Duties:

The Field Inspectors/Trainers will be responsible for conducting technical program monitoring and home inspections to

assure compliance with WAP program standards and regulations, write program reports, and provide training and technical assistance on WAP requirements to support the success of local Weatherization agencies and subcontractors. Home inspections include going into homes, attics, crawl spaces and under mobile homes.

The Field Inspectors/Trainers will utilize a WAP computerized residential energy audit and diagnostic tools in conducting inspections and provide training and technical assistance to subgrantees on using the audit and associated tools. This position is required to be Energy Auditor (EA) and Quality Control Inspector (QCI) certified within 6 months of beginning this position.

The ideal candidate will have:

- Energy Auditor (EA) and Quality Control Inspector (QCI) certification.
- Aptitude, skills and experience to achieve Building Performance Institute (BPI) certification as Energy Auditor (EA) and Quality Control Inspector (QCI).
- Strong observational and analytical skills.
- Excellent judgment and communication skills and the ability to provide good written documentation in a timely manner.

Preference will be given to those who hold EA and QCI certification and have knowledge of and experience in current home energy efficiency, weatherization and health and safety technologies and practices.

We have a great total compensation package for all our full-time employees, including:

- Iowa Public Employees' Retirement System (IPERS) (Employee contributes 6.29%/State of Iowa contributes 9.44%)
- Retirement Investors Club (RIC) (Employer Sponsored Retirement Plan) (State of Iowa matches up to \$75/month)
- Health, Dental and Vision Insurance (See below for more details)
- Vacation Leave (96 hours/year)
- Sick Leave (144 hours/year)
- Paid Holidays (9 days/year)
- Flexible Spending Accounts
- Life Insurance (\$20,000 paid for by the State of Iowa)
- Long-Term Disability Insurance

For additional information on benefits [click here \(Download PDF reader\)](#). Our [Benefits at a Glance \(Download PDF reader\)](#) outlines the amazing benefits for this position.

Use our total compensation calculator to understand how well you will be compensated working with the State of Iowa. [Click here](#) to access it!

The State of Iowa is an EEO/AA Employer

HHS values those with “lived experience” and encourages foster youth, foster parents, and/or parents who were in the DHS (HHS) system to apply. Minorities, women, veterans, and persons with disabilities are also encouraged to apply (Hearing and Speech Impaired – Relay Iowa 1-800-735-2942 TDD).

Our agency uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

How to Apply:

For help creating a profile or entering your information, please go to the online [Employment Application Guide](#). Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1) Six years of full-time work experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility).

2) All of the following (a and b):

a. A total of four years of education and full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; and

b. A total of two years of graduate-level education and full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in any field equals one year of full-time experience.

3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Program Planner 1.

For additional information, please click on this [link to view the job description \(Download PDF reader\)](#).

Agency

State of Iowa

Website

<http://dhs.iowa.gov/>

Field Inspector/Trainer Supplemental Questionnaire

*QUESTION 1

Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability? Please read all questions and answers thoroughly and make sure you understand them completely.

Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question. Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.

Yes - I understand and agree.

No

*QUESTION 2

PLEASE READ CAREFULLY

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

*QUESTION 3

How many years do you have of full-time work experience in administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility).

- No experience
- Less than six years' in the specified areas
- Six years' or more in the specified areas

***QUESTION 4**

Are you a current permanent state Iowa employee with experience in the state executive branch that includes experience equal to eighteen months of full time work as a Program Planner 1?

- Yes
- No

***QUESTION 5**

Do you have ALL of the following: A.) A total of four years of post high school/college education and full-time experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility.)? Thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; AND B.) A total of two years of GRADUATE-level education and full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in any field equals one year of full-time experience. The experience used for A and B must be separate and unique. The same experience CANNOT be counted for A and B.

- Yes
- No

* Required Question