



IMPACT Community Action

Job Description

Title: Weatherization Quality Control Inspector

Reports to: Director of Weatherization

Job Summary: The Quality Control Inspector is an evaluator who verifies the work performed against the work plan, specifications and standards, performs building diagnostics, records/ reports findings and concerns, and specifies corrective actions; by conducting a methodological audit/inspection of the building, performing safety and diagnostic tests, and by observing the retrofit work; in order to ensure the completion, appropriateness and quality of the work providing for the safety, comfort, and energy savings of the building occupants

Job Responsibilities

- Using the whole-house approach, reviews audits and conducts inspections (initial and final) of in-progress and completed residential health, safety, and weatherization measures
- Conducts field initial and final inspections of existing structures to ensure safety and to establish scope of work needed to bring into compliance with Standard Work Specifications (SWS) and energy efficiency requirements
- Prepare for issue and maintain HWAP work orders and files for HWAP contracted services
- Reconciles contractor billings with work order specifications and estimates
- Recommends work order changes to supervisor for approval and documents change orders as appropriate
- Work alongside Field Supervisor and Energy Auditor to prepare, issue, and maintain HWAP work orders and files for HWAP contracted services.
- Reviewing the client file
- Serving as a program representative, follows up on client satisfaction
- Ensuring work has been completed in accordance with federal, state and local policies, procedures and standards, and program requirements
- Determining if work has passed or failed; generating the appropriate reports and notices; information and training to work crews
- Regularly attend HWAP-sponsored training sessions
- Other duties as assigned

Physical Requirements:

Monday – Thursday 7:00AM-5:00PM

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, see, bend, stoop, kneel, crouch, crawl, climb or balance, reach with hands and arms, use hands to finger, handle or feel objects, tools or controls and maneuver in tight spaces including attics and closets. This position requires prolonged driving and/or riding in a vehicle. Specific vision abilities required by this job include close vision,

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distance vision, depth perception, color vision and the ability to adjust focus. This position requires manual dexterity sufficient to operate standard equipment and tools. The employee must frequently lift and/or carry up to 75 lbs. Field work is performed both outside and inside of homes, therefore this position will be subject to adverse weather conditions. Office work is performed in an open and collaborative environment. May have to travel overnight, work weekends, work past normal hours to accomplish goals, obtain certifications and/or meet deadlines.

Competencies and Knowledge, skills and abilities:

- Basic math skills
- Basic computer literacy
- Experience with Microsoft Office and Google Suite preferred Job Posting
- Experience with residential construction and/or residential architecture, particularly older structures
- Basic understanding of construction processes and techniques
- Familiarity with federal, state, and local policies, as well as procedures and standards
- Applies critical thinking skills to solve problems
- Communicates clearly, politely, and professionally; displays empathy
- Demonstrates attention to detail, exhibits organizational competence and effectively manage time
- Write comprehensive reports and use recordkeeping best practices
- *Preferred:*
 - Experience in residential construction; plumbing or HVAC background
 - Experience as a crew leader or industry inspector

REQUIRED TRAINING:

- Basic Weatherization
- Must be able to successfully complete all required training with a passing grade of eighty percent within three years of employment as a condition of employment
- Obtain crew leader or similar certification within 1 year of employment
- Must be able to obtain and maintain industry certifications during tenure of employment

Required Minimum Qualifications:

- High school diploma or equivalent
- Experience in Building Trades or commensurate experience preferred
- Must have a valid Ohio driver's license and must meet agency insurability standards
- State of Ohio Energy Auditor certification
- BPI Quality Control Inspector certification completed within 6 months of start date
- Must successfully obtain Ohio Weatherization Training Center certifications in all required courses concerning HWAP inspections within one year of hiring.
- Must be able to obtain and maintain industry certifications during tenure of employment

Equal Opportunity Statement:

IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.