



Pacific Asian
Consortium
in Employment

JOB DESCRIPTION

Position Title: Residential Energy Assessor & QA Inspector
Department: Energy Department
Reports To: Field Operation Supervisors
Work Location: PACE Headquarter and Field Sites
Employment Status: Non-Exempt

I. PROGRAM SUMMARY:

The PACE Energy Department provides Home Energy Assistance, Weatherization and other services to low-income residents of the greater Los Angeles area. These programs provide utility bill assistance and install measures to help improve the energy efficiency, safety and comfort of eligible homes or multiple unit residences. The new employee will be hired under a contract between PACE and the State of California Department of Community Services and Development (CSD) to implement the Low-Income Home Energy Assistance Program (LIHEAP), and other programs administered by CSD and Department of Energy (DOE) Weatherization Assistance Program (WAP). The position will assist in implementing other Residential Energy Assistance Programs funded by Local Utility Companies in Southern California.

II. ESSENTIAL FUNCTIONS OF THE JOB:

Under the guidance of the Field Operation Supervisor, the person hired shall:

- Comply with and practice safety procedures and guidelines in accordance with PACE and Cal OSHA safety standards and guidelines;
- Complete building assessments/energy audits on clients' homes/apartments to determine feasibility or non-feasibility of weatherization including solar thermal/photovoltaic & heating/cooling services;
- Ensure all feasible weatherization measures are identified and installed in accordance to the Technical Preference Manual (TRM) issued by State of California, Department of Community Services and Development, Cal OSHA Safety Manual and Lead Safe practices guide;
- Identify all eligible measures to be installed based on assessment protocols;
- Conduct preliminary inspection of all measures installed for correctness, quality of completion and compliance with appropriate guidelines;
- ▣ Complete Pre/Post Combustion Appliances Safety Testing (CAS) on all gas appliances in all assessed dwellings and post-repair and replacement testing after HVAC work is completed;
- Perform CSD-approved Energy Audit (REM Energy Audit) in single and multi-family dwellings, as required;
- Coordinate with HVAC subcontractors or local utilities when hazardous conditions are identified while performing assessment or post inspection and ensure that all work completed are following CSD and local building codes;
- Review and approve work orders and proposals of subcontractors, as needed;
- Submit timely and accurate assessment, CASIF and other required documents daily;
- Work with crew leaders and Field Operation Supervisor to ensure daily issues and concerns are resolved, completed and are compliant to program policies & guidelines;
- Educate clients of the benefits received from weatherization services and provide energy conservation, budget counseling, mold & moisture/radon/asbestos pamphlets/flyers and lead safe information and information materials;
- Check field reports specially CASIF to make sure that HVAC issues and other installation issues are resolved correctly and in a timely manner;
- Ensure field crew and subcontractors perform work in a Lead-Safe manner as described in the TRM and enforce compliance in accordance with applicable health and safety regulations;
- Perform all necessary precautions to protect crew members and clients in homes from exposure to any unsafe

- conditions/situations;
- Be on top of issues related to quality assurance that includes monitoring, training and disciplinary action of staff/crews that produce sub-standard work;
- As necessary, call/make appointments with client, manager or management companies to perform work in identified buildings or homes;
- Effectively communicate with supervisors, co-workers and clients concerning work- and program related activities, goals and benefits;
- Oversee crew leader/s and installer/s while working on the same job site, as needed;
- Execute a work schedule that may involve after hours and/or weekend assignments, as needed;
- Perform all other duties and responsibilities as may be assigned from time to time;

III. QUALIFICATIONS, EXPERIENCES AND SKILLS:

- Minimum a High School Graduate or equivalent, AA degree desirable;
- At least two years' experience in quality assurance inspection/assessment work in the construction and/or weatherization field;
- Experience in HVAC, plumbing and electrical work a must;
- Proficient in computer skills necessary to operate energy audit programs and other functions needed to perform the job;
- Ability to analyze field issues and complete mathematical calculations and other technical field reports;
- Ability to understand policies/procedures and standards required by funding source/s;
- Ability to perform Energy Audit (REM), Basic Weatherization, Combustion Appliance Safety, Blower Door and Duct Blaster Testing;
- Possess or pass Basic Weatherization, Combustion Appliance Safety, REM Energy Audit, Blower Door and Duct Blaster Training certificates;
- Pass all the required online training such as Worksite, Environmental Hazard and Lead-Safe Weatherization; Asbestos Training Class.
- Must be a certified Assessor & Quality Assurance Inspector by Richard Heath & Associates (RHA);
- Ability to work in a high temperature environment and confined areas/spaces;
- Must be physically fit to wear dust mask and/or half mask respirators and other proper safety gear as required by PACE and Cal OSHA;
- Experience installing solar thermal and/or photovoltaic preferred;
- Ability to work well with others and have good customer relations;
- Read, understand and write reports/correspondences with the ability to interpret diagrams or drawings;
- Effectively communicate and present information in a small group or one-on-one setting;
- Bilingual in Spanish and Asian languages a plus;
- Ability to travel in relation to work responsibilities.

IV. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limitations/disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to sit, work in confined space; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, climb, push, pull, stand on uneven surfaces, bend, twist or crawl. The employee is required to stand and walk. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Exposures may be encountered, such as hazardous materials, loud noises, or extreme heat/cold. Must be able to work in confined spaces with proper required PPE.

V. SPECIAL REQUIREMENTS:

- Must pass employment background verification and a pre-employment physical examination that includes drug and alcohol testing.
- Must pass respiratory screening, which is renewed annually.
- Must have a current and valid California Driver's License, access to reliable transportation and adequate automobile insurance coverage throughout employment.
- Must pass CA DMV Motor Vehicle Report without any issues or concerns to be added as an authorized driver of PACE vehicles and be included in PACE vehicle insurance policy.
- Might need to provide own reliable transportation for work.
- COVID vaccination required; must have two-dose series of Pfizer or Moderna or a single-dose of Johnson & Johnson. Those that need a medical or religious exemption must reach out separately.

VI. COMPENSATION: \$32.50- \$38.00, depending on experience and certifications plus excellent Fringe Benefits

VII. APPLICATION PROCEDURE:

Applicants must complete a PACE online application form via PACE website. Resumes are not accepted in lieu of application materials. For additional information, candidates may contact Human Resources Department, Pacific Asian Consortium in Employment, 1055 Wilshire Blvd. Suite 1475, LA, CA 90017. Tel: (213) 989-3170.

Apply Online: <https://pacela.org/about/work-at-pace/>

VIII. APPLICATION DEADLINE: Applications will be accepted until position has been filled. There are four (4) vacancies for this position.

PACE is a private not-for-profit corporation that provides employment, small business assistance, and education, housing, energy and environmental and other community services in the Los Angeles City and County areas. PACE is an equal opportunity and affirmative action employer