



### **Job Summary**

Quality control inspectors will be responsible for inspecting the work performed by energy contractors. Inspectors will follow up with customers to verify that all eligible energy efficient measures have been installed to the specifications of the Weatherization Program. Ideal candidates should have a background in energy efficiency programs or a similar field.

### **Responsibilities**

- Complete accurate quality inspections in accordance with program standards.
- Conduct standard inspections to verify that energy efficiency measures have been installed to meet program quality standards.
- Document findings using inspection forms and track all program data in an accurate and timely manner.
- Stay current on latest program policies and procedures.

### **Qualifications**

- High School Diploma or equivalent
- Pass background and drug screen
- Must have a good driving record and valid driver's license
- BPI, HERS, CHEERS certifications a plus
- Spanish Speaking a plus
- Strong customer services skills
- Ability to effectively communicate program concepts
- Computer proficiency
- Local or regional travel required on a daily basis
- Flexibility in schedule required

### **Working Conditions:**

- Employee will be required to climb 6-ft to 10-ft ladders to access work.
- Employee may be required to drive 6 hours one way to job site.
- Employee will be required to work with power tools and operate equipment.
- Employee will be required to crawl in confined spaces.

### **Preferred Skills**

- Prior experience in energy efficiency.

### **Travel**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel is expected. The position may require travel of up to 75% to visit all offices on a consistent basis.

**AAP/EEO Statement**

Staples Energy is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, sexual orientation, or any other status protected under federal, state, or local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.