



**JOB DESCRIPTION**

**POSITION TITLE:** Senior Inspector/Auditor  
**DEPARTMENT:** Weatherization  
**FLSA STATUS:** Exempt  
**JOB GRADE:** 10  
**REPORTS TO:** Program Manager

**GENERAL DESCRIPTION OF DUTIES**

The purpose of this position is to support the Agency's needs by providing responsibility for implementing both field and office procedures for the DOE Weatherization Assistance Program and utility funded HES-IE programs. This position involves the review and management of field related equipment needed by inspection staff. Performs home audits according to current BPI standards, supervises, and inspects the installation of all required measures. Responsible for the data entry into the appropriate Weatherization, HES-IE and CRT systems or databases, as required, and the collection of fees associated with services provided to customers. Responsible for ensuring the overall satisfaction of the customer by fully implementing the Home Energy Solutions Field Manual and the DOE Weatherization Quality Control Inspection (QCI) requirements.

**SPECIFIC DUTIES AND RESPONSIBILITIES**  
**ESSENTIAL JOB FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Conduct thorough Home/Building Energy Audits that can be used to determine measures to be installed in accordance with funding guidelines (air sealing, water savings, lighting assessment etc.).
- Assist in generating a steady workflow of projects to be processed through the Home Energy Solutions Income Eligible Multi Family program for all utility companies.
- Monitor and routinely inspect contractor work to ensure contractors are meeting quality standards, company production goals, contractual obligations, funder guidelines, and OSHA compliance with Federal and State Law.
- Ensure prior project eligibility in writing from both utilities and targeted project types based on direction from Program Manager. Obtain and update all supportive documentation.
- Frequently communicate with Weatherization Team and report protocols and progress.
- Conduct all follow-up on projects as needed, including: Letter of Agreement signatures, construction permits, waivers, bid coordination, lighting assessments, etc.
- Provide all documentation for utility invoicing to Weatherization Team.
- Utilize required software to deliver timely work scopes and reports.
- Utilize tracking sheets and properly determine Estimated Audit Sampling Revenue and Estimated Outcome of Production Revenue.
- Conduct all diagnostic testing at the BPI Technician level: Blower Door, Duct Blaster, Combustion Safety Testing, CO and gas leak detection as well as the use of an infrared camera. (This includes



all supplemental information necessary to perform these tests: Minimum Ventilation Guidelines, ASHRAE ventilation guidelines and all safety protocols identified by BPI).

- Work collaboratively with homeowners, property managers, maintenance staff, building owners, utility companies and residents to successfully facilitate outcomes.
- Ensure that job site is left in the condition in which it was found, and that projects are completed on schedule and in-line with customer and utility expectations.
- Communicate clearly, professionally and courteously with customer to ensure understanding of the work performed and overall satisfaction with weatherization experience
- Maintain required training and industry certifications/licensing necessary for professional credentialing
- Adhere to safety policies outlined in Agency handbook and OSHA safety standards

**ADDITIONAL JOB FUNCTIONS**

- Perform all other duties as assigned.

**MINIMUM TRAINING AND EXPERIENCE**

Education: High school diploma or GED required. Associate or Bachelor degree in a technical discipline preferred.

Minimum Years of Experience: Minimum of 5+ years of experience in HES IE and DOE DEEP, and or weatherization assistance. Experience with Utility Safe/EVERIFILE system.

Active Certifications in Good Standing: OSHA-10, OSHA Mold training, Confined Space Certification, Building Performance Institute (BPI) Building Analyst, Building Envelope, and Multi-Family Certifications, and Quality Control Inspector (QCI) Certification. Must also have U.S. EPA Retrofit, Lead Renovation, Repair and Painting (LRRP) Certification, U.S. DOE -Weatherization Assistance Program, Lead Safe Weatherization (LSW), ASHRAE 62.2, Healthy Homes Specialist (HHS) certifications as required by the utilities.

Demonstrated Skills: Excellent customer service and communication skills. MS Office and database proficiency. Ability to prioritize and manage multiple projects simultaneously. Ability to perform moderate weatherization work including but not limited to caulking, weather-stripping of doors and windows, installation of door sweeps, showerheads and aerators, assemble and install energy saving lamps and light bulbs, and the use of manual and power tools. Computer proficiency and ability to work with a variety of database and software platforms including the residential energy auditing software.

Knowledge: Knowledge of building science, residential construction and best practices in weatherization protocols. Excellent applied knowledge of mathematics/calculations customary to building trades industry. Knowledge of residential heating and cooling system components. Knowledge of the air sealing, insulation methods, and Connecticut Weatherization procedures.

Driving Required: YES                      Agency Vehicle: YES                      Employee's Own Vehicle: YES  
 Active Driver License in good standing required upon hire and throughout employment.



**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, climbing, entering confined spaces, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds with assistance). Work environments will occasionally include uneven surfaces, dirty and dusty conditions and heights, such as may be accessible only by ladder or scaffolding.

**Sensory Requirements:** Some tasks require the ability to perceive and identify odors. Some tasks require the ability to perceive and determine depths. Most tasks require visual perception and determination.

**Environmental Factors:** Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, and toxic/poisonous agents.

**ACKNOWLEDGMENT**

*Signature indicates agreement with contents herein as being an accurate description of position duties and responsibilities.*

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

*Signature indicates agreement with contents herein as being an accurate description of position duties and responsibilities.*

\_\_\_\_\_  
IMMEDIATE SUPERVISOR PRINTED NAME

\_\_\_\_\_  
IMMEDIATE SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

Community Renewal Team, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Community Renewal Team will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.