

Bedford Stuyvesant Restoration Corporation

Weatherization Assistance Program

QCI Inspector-Auditor / Assistant Construction Manager:

Job Title: QCI Inspector-Auditor. / Assistant Construction Manager

Department: Weatherization Assistance Program

Reports To: BSRC - Director & Deputy Director; Construction Mgr.; Office Mgr. (WAP)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Use technical training, knowledge and gain field experience regarding the execution of NYS WAP PPM and WAP field guide in order to evaluate & certify buildings receiving WAP funds
- Learn to execute submissions of 10 pg. QCI package, upon final QCI Inspections, under the QCI evaluators ID number for certification of completed building units
- Conduct 1-4 Unit Audits and prepare work scope based on appropriate SIR
 - *Ensure data entry into ESRB reporting system*
- Learn to expertly Conduct multi-family Audits
 - *Ensure data entry into ESRB reporting system*
- Supervise Field Activities overall.(CM)
- Determine Progress of Work & completion dates, including report compilation of (1) inventory levels, (2) costs (agency & owners), & (3) production (internal & sub-contractors). (CM in conjunction with the ACM and Program Coordinator)
 - *Consistent and timely updating of Building Progress Log.*
 - *Consistent and timely updating of Resident Measures Sign-offs.*
 - *Ensure Monthly Production Status Reports are submitted (w/Prod. Coordinator)*
- Review Subcontractor proposals and check against annual contract bids. (CM)
 - *Strictly adhere to approval protocol (Program Coordinator & Dep. Director sign-offs).*
- Daily scheduling of auditing and installation crews. (ACM)
- Define work schedules with subcontractors and provide notifications to homeowners and building tenants.
- Maintain inventory sheets to ensure daily log-out/check-in processes are maintained for accurate inventory processes. (ACM)
- Prepare all contract year specifications for all buildings (heating repair/replacement; clean & tune; ventilator repair/replacement; pipe insulations; roof installations/insulations; sidewall insulations; windows, doors; duct cleaning). (CM)

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- Review the heating replacement specs prior to sending bids.
- Conduct pre-bid conferences. (CM)
- Perform construction management and QC of sub-contractors.
- Manage & review crew paperwork (inventory control sheets, vehicle mileage summary logs, etc.)
- Maintain equipment & materials inventories (ACM).
- Document damaged or missing equipment; work with Dep. Director and Production Coordinator to replace/repair equipment as required.
- Note calibration dates/testing equipment & schedule/send out for recalibration when required. (ACM)
- Perform field visits of auditors and installation crews on a regular basis.
- Ensure compliance with all OSHA, HCR, and agency safety procedures & protocols.
- Ensure all field staff are properly trained in safety procedures and are issued appropriate personal safety protection equipment. (CM)
- Ensure MSDS sheets are posted and updated on all crew vehicles and in office spaces. (ACM)
- Work closely with Program & Production Coordinators to ensure seamless administrative & field staff interactions and strict adherence to production schedules. (CM & ACM)
 - *Define a consistent monthly schedule to ensure ESRB data is input efficiently.*
- Attend training as required by HCR or designated by WAP management.
- Responsible for the maintenance of all WAP vehicles. (ACM)
- Other duties as assigned