

Blue Water Community Action

Blue Water Community Action has a job opening for a full-time BPI Certified Weatherization Quality Control Inspector.

JOB TITLE: **WEATHERIZATION INSPECTOR - Quality Control**
PROGRAM: Weatherization
SUPERVISOR: Weatherization Manager
STATUS: Technical, Non-Exempt
WAGES: \$20.40 - \$21.96 an hour

Assess WEATHERIZATION DOE, LIHEAP, MSHDA and MPSC needs and ensure completed work meets the requirements and standards of the program. Supervise Energy Auditor and contractors as required.

DUTIES AND RESPONSIBILITIES

1. **Certification:** Successfully maintain the required Weatherization BPI Energy Auditor Certification, and BPI Quality Control Inspector Certification.
2. **Quality Control:** Conduct quality control inspections using completed work order, performing all diagnostic testing, checking each unit for all materials and measures used in accordance with Weatherization Assistance Program (WAP) guidelines and quality standards for weatherization.
3. **Energy Audits:** Conduct Energy Audits to determine weatherization requirements of each unit. Complete the Inspection/Work Order, designated weatherization data management system and the National Energy Audit (NEAT) or current required systems, perform required diagnostic testing listing materials needed and estimated costs following the Weatherization Assistance Program (WAP) guidelines and the current contractor price lists.
4. **Inspections:** Complete all UPCS inspections for the Home Rehab/Repair Program and site visits as required by the program (initial, in progress, and final).
5. **Contractors:** Monitor contractors, providing any necessary on-the-job training of weatherization procedures to ensure compliance with the program contract.
6. **Client Relations:** Instruct and advise clients on energy conservation techniques and assure satisfaction with weatherization work.
7. **Data Management System:** Move jobs to Post Inspection Closeout and complete the necessary documents as required to ensure the job is completed as required by the Weatherization Assistance Program (WAP) rules and regulations.
8. **Monitoring:** Ensure positive outcomes of all field monitoring. Assist the state and federal monitors with site visits and ensure contractor follow-up as necessary.
9. **Other:** Additional duties as assigned.

DUTIES AND RESPONSIBILITIES – ORGANIZATIONAL

1. **Demonstration of Values:** Understand BWCA's mission and purpose. Adhere to BWCA standards of conduct, program philosophy (where applicable), and cultural contract.
2. **Customer Service:** Provide high quality customer service in a prompt, respectful, and professional manner. Conduct formal/informal assessment of eligibility for BWCA programs and make referrals as appropriate.
3. **Quality of Work:** Consistently perform job duties accurately and timely; cost conscious when utilizing materials and resources; seek opportunities for improving processes; and, meet commitments and deadlines.

4. **Flexibility/Adaptability:** Demonstrate flexibility and adaptability to change and to recommendations for improving job performance in a positive manner.
5. **Safety:** Demonstrate safe work habits. Report unsafe conditions and incidents. Participate in the maintenance of a clean and safe work environment.
6. **Teamwork:** Effectively participate as a team member at multiple organizational levels and across departments.
7. **Goals:** Understand and meet organizational goals/objectives related to position including agency strategic plan, and ROMA plan, as well as taking on duties that are not related to position as supports for management staff/support staff to reach goals/objectives. MGT: Team achieves outcomes.
8. **Communication:** Effectively communicate with other staff, clients, partners, and the public in a manner that is tactful, sensitive, and respectful. Demonstrate active listening. Body language and tone are consistent with verbal messages. Demonstrates friendly, positive “can do” attitude: Oral and written communications are clear, concise and accurate; Keep team members informed.
9. **Confidentiality:** Maintain confidentiality of client and organizational information.
10. **Improvement:** Continually improve skills through a variety of opportunities external and internal with particular attention to areas identified in the Professional Development Plan and other goals set related to improvement. Improve outcomes results of assessments related to job position, client outcomes, and organizational goals. Attend staff pre/in-services and other training opportunities as available.
11. **Compliance to Policy:** Understand and comply with organization and regulating policies and procedures.

QUALIFICATIONS

1. A high school diploma or equivalency. Some college or technical education preferred.
2. Building inspector and residential construction knowledge preferred.
3. BPI Certification for Energy Auditor and Quality Control Inspector required.
4. Must have a valid driver’s license and vehicle insurance.
5. Physically able to inspect all areas of a housing unit (attics, roof, crawl spaces).
6. Ability to lift up to 50 lbs.
7. Must be proficient on a computer including Microsoft Office, e-mail, and Outlook software.
8. Experience working with and understanding of low-income families.
9. Ability to work with minimal supervision.
10. Obtain and maintain valid Michigan Driver’s license.

**If you are interested submit application and/or resume along with proof of BPI Certification to:
Human Resource Department 3403 Lapeer Rd. Port Huron, MI 48060**

Blue Water Community Action is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, national origin, age, marital status, height, weight, sex, marital status, sexual orientation, veteran status, or disability.

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