



COMMUNITY ACTION AGENCY
of Oklahoma City and Oklahoma/Canadian Counties, Inc.

WEATHERIZATION QUALITY CONTROL INSPECTOR

Starting wage: \$18.93 to \$19.40 per hour plus full benefit package
Apply online at www.caaofokc.org

JOB SUMMARY:

Under direction, performs required weatherization activities on assigned houses to affect energy savings for the low-income, elderly, and handicapped residents of Oklahoma and Canadian Counties.

DUTIES AND RESPONSIBILITIES:

1. Performs quality control inspections on completed Weatherization projects.
2. Assesses homes and develops cost estimates utilizing required Weatherization procedures according to ODOC Field Guide, standard work specifications and energy audit policies.
3. Prepares purchase orders necessary to secure needed material as designated by N.E.A.T. guidelines.
4. Ensures compliance with asbestos and lead base paint rules and regulations.
5. Ensures compliance with O.D.O.C. 25A "Health and Safety" check list.
6. Coordinates special job requirements with Weatherization Coordinator.
7. Maintains current and accurate progress of crew and contractor's performance.
8. Prepares statistical and progress reports as directed by the Weatherization Coordinator.
9. Ensure that required building codes are followed and permits are procured by contractors.
10. Performs other related duties as assigned by supervisor.
11. Attends all required training and maintains required certifications.

WORKING CONDITIONS:

Conduct work in a moderate paced environment. Upper body strength to lift 50 pounds and carry 100 feet. Lower body strength to stand/walk through out the workday. Climb various ladders and scaffolding. Ability to frequently stoop, kneel and reach. Environmental demands include moderate exposure to weather conditions and various airborne particles of sawdust, insulation, and common dust. Work is performed in limited and inaccessible areas frequently. Possible exposure to various supplies containing hazardous materials or chemicals.

QUALIFICATIONS REQUIRED:

- High School diploma or G.E.D. and Vo-Tech courses in a building trade.
- Three (3) years' experience in a construction trade with broad knowledge or construction field in general. One (1) year estimating experience can be substituted for two (2) years of construction work.
- Ability to learn and determine compliance with Weatherization procedures.
- Ability to interpret, explain and apply knowledge of installation of doors, replacement windows etc.
- Skill in measurements of all residential home components (doors, windows, attics, etc.)
- Ability to communicate aspects of the program and work to be performed to clients and contractors.
- Possess valid Oklahoma driver's license and have dependable transportation.
- Must be computer literate.
- Possess no non-qualifying physical requirements.
- 1 year NEAT/MHEA Energy Auditor experience.
Must have Retrofit installer certification within six months of date of hire.
- Must have construction/weatherization experience and have performed ten audits on their own which are verifiable.

This job is considered safety sensitive under the Oklahoma Medical Marijuana and Patient Protection Act.