

WEATHERIZATION SPECIALIST I

JOB PURPOSE AND SUMMARY

The Weatherization Specialist I will perform energy audits and support the weatherization program and clients to provide energy efficient upgrades to residential buildings. The position will partner with clients and contractors to provide repair and weatherization measures. The position will work in a team with other weatherization professionals and program management to efficiently serve the weatherization needs of low income residents in the Clark County.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Leads a team of contractors, installers and auditors to ensure work is conducted safely, effectively, efficiently, and in accordance with local, state, and federal guidelines and specifications.
- Ensures crews and auditors perform pre inspections, to include overall assessment of dwelling(s), including energy efficiency weatherization retrofit capacity, heating system efficiency, health and safety conditions of the building(s), and indoor air quality testing.
- Ensures the clarity of all instructions to assure that work measures are performed accurately, completely, and in a timely manner.
- Prepares a detailed written report that recommends appropriate retrofit measures to be installed.
- Prepares work orders based on pre inspection of property to include accurate drawings of the structure perimeters, window and door placements, crawl access and vent placements, areas to be weatherized and areas not to be weatherized.
- Cold call land lords and applicants and educate them on the program and its benefits. Interprets work orders and specifications for contractors and mutually agree on any deviations from specified procedures to ensure compliance with regulations governing weatherization measures and minor repair.
- Consults with and informs property owner of minor repairs needed and work to be performed on rental properties.
- Acts as mediator between consumers which may include landlords, property owners, or renters to resolve disagreements.
- Audit work of contractors in progress to ensure that procedures are being followed and the materials used conform to Department of Commerce and DOE specifications.

- Review contractor's finished work for quality and conformance to standards.
- Confers with contractors for resolution of problems and/or deficiencies which resulted in a corrective action notice.
- Prepare for and assist in the final QCI inspection.
- Reports frequently as directed by Program Manager on audit finding. Summarize reports to include recommendations on efforts and training needed to ensure compliance.
- Participate in the training of new employees on technical matters and Department of Commerce guidelines, as required, to ensure program compliance and quality assurance.
- Assists management in preparing files and records for all program audits by the DOE, Department of Commerce and other funding sources.
- Assists management in following up on all audit requests by the DOE, Department of Commerce, and other funding sources as requested.
- Have a working knowledge of TREAT Audit.
- Work with management to develop standards of performance and department correspondence to keep staff abreast of guidelines.
- Attends training as necessary to stay current with all local, state, and federal guidelines for weatherization programs.
- Work closely with the inventory to insure proper use and tracking of materials per job.

QUALIFICATIONS

Experience and Training:

- Three (3) or more years of experience in weatherization.
- Building Performance Institute (BPI) Certified Building Analyst.
- Lead Renovation Certificate or be able to obtain within 90 days of employment.
- Possess a valid Washington State Driver's License.
- Be able to pass a criminal history background check.

Knowledge of: QCI inspections; TREAT Audits; work orders and specifications for contractors and ability to mutually agree on any deviations from specified procedures to ensure compliance with regulations governing weatherization measures and minor repair; procedures and the materials used to conform to Department of Commerce and DOE specifications; documentation required for all program audits by the DOE, Department of Commerce and other funding sources.

Ability to: lead a team of contractors, installers and auditors to ensure work is conducted safely, effectively, efficiently, in accordance with local, state, and federal guidelines and specifications; ensure crews and auditors perform pre inspections, to include overall assessment of dwelling(s), including energy efficiency weatherization retrofit capacity, heating system efficiency, health and safety conditions of the building(s), and indoor air quality testing; travel to training as necessary to stay current with all local, state, and federal guidelines for weatherization programs; work closely with the inventory to insure proper use and tracking of materials per job; prepare work orders based on pre inspection of property to include accurate drawings of the structure perimeters, window and door placements, crawl access and vent placements, areas to be weatherized and areas not to be weatherized; cold call land lords and applicants and educate them on the program and its benefits; act as mediator between consumers which may include landlords, property owners, or renters to resolve disagreements.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work is performed in residential buildings. Exposures to a variety of weather conditions may occur while driving or conducting field inspection. Incumbent may be exposed to physical hazards from obstacles, heights, dogs or other animals, hostile property owners, as well as performing inspections in confined spaces and climbing into attics, crawling under houses and buildings.

Incumbents are exposed to a variety of environmental elements including wind, rain, snow, cold, heat, dust, fumes, bio hazards such as mold or animal droppings, and other irritants. Position requires ability to access job sites, inspect roofs, basements, crawl spaces, walking on uneven terrain, climbing on ladders and stairs, bending, kneeling, stooping, crawling, and the ability to lift and carry objects up to 50lbs.

Created: 09/01/2015