



## Housing & Energy Services Division

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Judith Barris  
Executive Director

Ron C. Loos  
Board Chairperson

Marlo Millard  
Director of Housing & Energy

### **INTERNAL / EXTERNAL POSITION POSTING**

**POSITION:** Inspector / Energy Auditor

**POSTING DATE:** December 4, 2023 – until filled

**RESPONSIBLE TO:** Energy Coordinator

**EMPLOYMENT STATUS:** Regular, Full- Time

**PRIMARY WORK SITE:** Austinburg Road / Housing Office

**REQUIREMENTS:** See attached job description.

**SUBMIT RESUME TO:** Dirk Feiler

**DISTRIBUTION:** (ALL) Administration / Development / Fiscal / Housing Services / Health / Nutrition Services / Head Start

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P.O. Box 2610, Ashtabula, Ohio 44005-2610

Funded By:

Area Agency on Aging; Ohio Department of Aging; Title XX; United Way; USDA; Ohio Department of Development; Ohio Department of Education; Senior Services Levy; Civic, Religious and private Organizations; Participant Donations

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)



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## JOB DESCRIPTION

**Job Title:** Inspector / Energy Auditor

**Supervisor:** Energy Coordinator / QCI Manager

**Status:** Regular / Full-Time

**GENERAL RESPONSIBILITIES:** Under the direction of the Supervisor, performs initial inspections of homes / mobile homes to assess work to be performed in accordance with program and funding guidelines. Perform Crew Leader functions as required to meet production.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Thoroughly understands and is able to implement the Weatherization Field Guide.
- Keeps current with all program changes and updates by attending conferences, meetings and reading all Information Memorandums.
- Responsible for ensuring all Agency Policy and Procedures are followed including but not limited to Personnel, job safety, customer safety and satisfaction, driving safety, etc.
- Responsible for the inspection of the client's home in accordance with the (SWS) Standard Work Specifications.
  - Inspection of overall building shell / exterior / assess walls, roof, windows, doors, chimney / flue pipes, gutters, existing insulation and general drainage
  - Inspection of overall building shell / interior foundation information, attic condition, interior walls, wiring integrity, moisture damage, thermal bypasses, existing insulation, health hazards, and structural integrity
  - Performs initial safety inspection of all combustion appliances, completes all required testing and documents test results completed in the Data Collection Form. Installs all required safety equipment such as Carbon Monoxide Detectors.
- Must have superior knowledge of the use of all diagnostic equipment and related methods used to perform an accurate and complete analysis of the homes combustion appliances.

- Analyzes weatherization work and determines procedures, quantity, type of materials along with the approximate duration to complete the process.
- Provides consumer energy education.
- Responsible for accurate completion of all paperwork required, written legibly with detailed instruction to allow the Weatherization Crew Leader to follow and guide his/her crew to complete the job. Includes Data Collection Forms, Requisitions, returns, blue books, reporting forms and client/agency records.
- Must document any health hazards, any needed special preparation and/or tools (communicates problems with customer, “wasps”, “mean dog”, “customer must clean up, clean out or fix before we can begin work”...)
- Provides training and technical assistance to field staff when needed and is available to provide additional information to aid in the completion of the job.
- Performs final inspection of homes in accordance with SWS and BPI, signs off on completed jobs.
- Travels as necessary for attendance at workshops, meetings, seminars and trainings for fulfillment of regulations.
- Abides by all agency rules and regulations.
- Portrays a neat, professional appearance. Is able to dress according to weather conditions and job assigned while remaining neat, clean and well groomed.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must complete/have completed the following Ohio Weatherization Training Center Courses.

- ✓ Heating Unit Inspection (HUI)
- ✓ Blower Door
- ✓ BWT / Basic Weatherization Training
- ✓ Lead RRP-1
- ✓ Mobile Home Weatherization
- ✓ Mobile Home Weatherization Inspection
- ✓ ASHRAE 62.2
- ✓ OSHA 10
- ✓ Consumer Education
- ✓ NEAT/MHEA
- ✓ Initial Inspection
- ✓ Inspector In-Field Follow Up
- ✓ Manual J
- ✓ Intro to Standard Work Specifications (SWS)
- ✓ Confined Space
- ✓ Energy Auditor
- ✓ QCI

**QUALIFICATIONS:**

A high school diploma or equivalent is required. Must have successfully completed state required OWTC training, as well as any new required training which may include overnight travel.

Computer skills are required.

Skills in decision-making, scheduling, written and oral communications.

Must be able to work with and be sensitive to the needs of low-income, elderly, handicapped and minority residents.

Must know, understand and apply the concept of "Consumer Confidentiality" at all times.

Must have a valid driver's license, agree to a background check and drug testing.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Must comply with ACCAA Drug Free Workplace policy.

I have read and understand my job description. I agree to perform this job to the best of my abilities.

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Name

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Date