

Community Council of South Central Texas, Inc.
Job Description

JOB TITLE: Weatherization Assessor I

FLSA STATUS: Non-Exempt

REPORTS TO: Weatherization Program Director

PAY GRADE: 12

JOB TYPE: Full-time; 40 hours per week

REVISED: October 1, 2016

JOB SUMMARY:

The Weatherization Assessor I is responsible for conducting home assessments, entering data into NEAT audit tool, completing LIHEAP priority list, submitting historical preservation reviews, and ensuring property and client eligibility in compliance with grant requirements. This position will act as a liaison between contractors and clients, prepare work order for contractors, rack and monitor the projects and activities throughout the weatherization process and conduct final inspections of weatherized homes.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assesses and inspects residential and multi-family dwellings so that energy related improvements may be determined; communicates dwelling problems to clients and discusses recommended improvements.
- Conducts applicant interviews in order to gain information regarding energy and utility usage, health and safety issues, comfort issues and problems with heating systems.
- Reviews income to determine if resident meets program income criteria; determines eligibility and assesses other related eligibility criteria.
- Conducts a series of testing protocols, including pre-combustion appliance safety testing to assess the operating condition of combustion appliances to ensure general safety and appropriate carbon monoxide emission levels and/or identify if appliances need to be serviced or repaired.
- Performs pressurized diagnostic testing procedures to assess the integrity of building envelopes and duct systems for leakage and outside air filtration.
- Utilizes diagnostic equipment such as blower door tests, duct blaster, pans tests and infrared cameras in order to determine the most cost-effective measures appropriate for each dwelling.
- Enters data collected from client and diagnostic testing protocols into National Energy Audit Tool (NEAT) or Manufactured Homes Energy Audit (MHEA) in order to generate energy audit results; completes LIHEAP priority list and any utility audits as required.
- Submits historical preservation reviews to State Historic Preservation Office for residential properties older than 45 years to ensure recommended weatherization improvements have no adverse effect on historic property.
- Prepares a complete house assessment that identifies specific work to be completed on residence, the materials and labor that are needed for project completion and cost estimates for materials and services.
- Assesses subcontractor performance to ensure quality work and compliance with program installation procedures and approved program operating plans and requirements.
- Provides customer service to clients, including but not limited to, applicant intake, generating work orders for contractors, scheduling appointments and responding to client concerns or questions.

- Recommends energy conservation strategies and alternative energy techniques to clients in order to promote sustainable living; provides additional information and training as needed.
- Assists with outreach activities to identify and recruit qualified program participants throughout CCSCT service area.
- Tracks and monitors projects and activities throughout weatherization process; works closely with contractors, Weatherization staff and clients in order to ensure coordinated project activities and timely completion.
- Conducts final inspections of weatherized home, ensures all items are completed to DOE and TDHCA standards and obtains signatures from clients regarding certification of completed work.
- Maintains records that are complete and accurate and ensures documentation of delivered services in client files and program systems; reviews and updates client files as necessary or as required for compliance and reporting purposes.
- Acts as a liaison between contractors and clients as needed.
- Makes client referrals to other existing human service programs as necessary.
- Maintains knowledge of weatherization duties including carpentry, insulation, painting and a variety of other skills craftwork in the repair and improvement of single and multi-family housing units.
- Stays informed about material standards, installation procedures and Weatherization regulations as specified by DOE and TDHCA.
- Promotes and ensures industry safety standards and regulatory compliance as required by OSHA.
- Ensures agency vehicles are in operating condition and ensures staff assigned to vehicle take responsibility for vehicle maintenance, including reporting all vehicle issues/repairs, completing annual safety inspections and oil changes, and washing and cleaning the interior and exterior of vehicle (as applicable).
- Follows CCSCT Policies and Procedures and maintains confidentiality in all phases of agency operations.
- Familiarizes self with the agency's Strategic Plan and gains an overall understanding of how position contributes to the accomplishment of goals within that plan.
- Attends and participates in staff meetings and related activities; attends conferences, workshops, and trainings to increase professional knowledge; serves on committees as assigned.
- Performs other related duties as assigned or required.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

JOB REQUIREMENTS:

Education and Experience Requirements

- High school diploma or equivalent required. Associate's degree preferred.
- Minimum of three (3) to five (5) years construction or related work experience (i.e. weatherization, carpentry, contracting, inspection, cost estimation, energy efficiency, home rehabilitation).
- Must possess OSHA card and EPA lead certification or be willing to obtain within 3 months of employment.
- Must possess BPI Quality Control Inspector (QCI) certification or meet the qualifications to obtain certification.
- Demonstrated experience working with low-income clients in a non-profit or social service organization preferred.

- Bilingual in Spanish and English preferred.

Other Requirements

- Must successfully complete a pre-employment criminal background check, drug test and motor vehicle records check.
- Must be at least 21 years of age, have a valid Class ‘C’ Texas Driver’s License with an acceptable driving record and have access to a reliable vehicle with current vehicle liability insurance; must be willing to travel within service area.
- Must be able to work Monday through Friday between the hours of 8:00am-5:00pm. Schedules may vary based on business needs.

Knowledge, Skills and Abilities

- Knowledge of Low Income Housing Energy Assistance Program (LIHEAP) and Department of Energy (DOE) and federal, state and other local Weatherization standards, policies and procedures.
- Knowledge of OSHA health and safety systems, basic construction, home repair, and HVAC systems.
- Knowledge of techniques, methods, materials, tools and equipment used in basic weatherization and home repair.
- Knowledge of building science principles, International Residential Code-latest version, ASHRAE 62.2, County ordinances, building codes and state program guidelines for purposes of evaluation and assessment of buildings and their condition.
- Knowledge of cultural differences and sensitivity to the implications of culture for service delivery.
- Working knowledge of computers and basic to intermediate skills in Microsoft Office (Word, Excel, Outlook); able to operate office machines such as fax, scanner, printer, copier, and telephone.
- Working knowledge of SHAH preferred.
- Effective communication skills with an ability to communicate clearly and concisely, both verbally and in writing, with persons from varied ethnic, socioeconomic, educational and cultural backgrounds.
- Ability to operate a wide variety of hand, power and shop tools and equipment common used in construction and/or carpentry; must be able to use and read a tape measure.
- Ability to draw and sketch home diagrams needed for weatherization.
- Ability to recognize potential hazards and report safety concerns and violations.
- Ability to read, comprehend and follow oral and written instructions.
- Ability to work independently, with minimal supervision, and plan, organize, and manage multiple priorities.
- Ability to interpret and convey complex policies and procedures to customers and present information to individuals and staff.
- Ability to meet deadlines and work effectively under pressure in a fast-paced work environment with constant interruptions.
- Ability to work well in a team environment, collaborating with others to accomplish business objectives.
- Ability to use sound judgment and make timely decisions based on careful, objective review and analysis of available considerations and factors.
- Ability to maintain effective working relationships with agency staff, management, program participants, and others encountered in the course of work.
- Ability to deal with frequent change, delays or unexpected events and adapt to changes accordingly in the workplace.

TRAVEL:

Travel to and from various sites throughout the CCSCT service area takes place on a frequent basis. Occasional out-of-state and overnight travel may be required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, see, bend, stoop, kneel, crouch, crawl, climb or balance, reach with hands and arms, use hands to finger, handle or feel objects, tools or controls and maneuver in tight spaces including attics and closets. This position requires prolonged driving and/or riding in a vehicle. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus. This position requires manual dexterity sufficient to operate standard equipment and tools. The employee must frequently lift and/or carry up to 75 lbs.

WORKING CONDITIONS:

Work is generally performed indoors and outdoors in varying temperature, weather and humidity conditions. Work can be performed in a construction work environment with constant noise and exposure to moving mechanical parts, vibrations, chemicals, oils, inadequate lighting, dust, fumes and electrical currents and areas that are asbestos, mold or lead based paint-laden.

ACKNOWLEDGEMENT AND RECEIPT:

I have read and understand the above job description and acknowledge its receipt with my signature below. I feel that I am qualified and able to perform all duties and essential functions as outlined with or without reasonable accommodations. I understand that my job may not be limited to those listed as their exact nature may vary as program, project elements, and priorities change in the future. I understand that this job description may be updated as needed.

Signature of Employee

Date

I have explained, in detail, the duties and essential functions of the above position to this employee.

Signature of Immediate Supervisor

Date