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| --- | --- | --- |
| **Employee Name** | | **Division** |
|  | | Housing |
| **Job Title** | **Job Classification Code** | **FLSA Status** |
| Housing Auditor / Quality Control Inspector | Grade 6 | Nonexempt |
| **Reports to:** | | **FTE** |
| Weatherization Coordinator | | Full-time |
| **Employee’s Signature** | | **Date** |
|  | |  |
| **Supervisor’s Signature** | | **Date** |
|  | |  |

**PRIMARY FUNCTIONS**

* Assessing energy efficiency and health and safety conditions in clients’ homes and prescribing cost effective remedies
* Completing final inspections to insure quality workmanship prior to contractor payment

**AGENCY EXPECTATIONS**

* Adhere to Agency policies and procedures.
* Acts as a role model within and outside the Agency.
* Provide friendly, responsive service to the public, community organizations and to those we serve.
* With a respectful and positive attitude, work with low-income individuals and families with diverse backgrounds.
* Support, develop and maintain productive relationships required to carry out job activities.
* Demonstrate flexible and efficient time management.
* Maintain the security and confidentiality of all records and interpersonal interactions.
* Serve as an advocate.
* Work effectively and cooperatively with community partners and co-workers.
* Participate in Agency-wide and program events.

**QUALIFICATIONS**

Minimum

* Minimum of three (3) years’ experience of Basic Home construction and/or Energy Auditing/Heat Theory or related experience
* Knowledge of current products, skills and techniques used in housing technology
* Knowledge of electrical, plumbing, wells, and septic systems
* Proof of valid driver’s license and current/adequate vehicle insurance coverage

Preferred

* Knowledge of Weatherization and Conservation Programs strongly recommended
* Professional experience working for or collaborating with a CAP agency
* Demonstrated understanding of diverse backgrounds and cultures
* Quality Control Inspector Certification
* Post-Secondary training in specialized courses related to Housing/Energy
* Knowledge of electrical, plumbing, wells, and septic systems to Knowledge of HVAC, electrical, and plumbing systems

**REPORTING TO THIS POSITION ARE:**

None

**ESSENTIAL FUNCTIONS**

1. Contact eligible households from a priority system to schedule audits.
2. Complete energy audits which includes furnace and water heater inspections and testing utilizing Federal and state specificationsNational Energy Auditing Tool and Mobile Home Energy Auditing in the Weatherization Assistant Program.
3. Utilize dwelling strategy that prioritizes work based on costs, emergency/safety concerns and potential funding.
4. Determine proposed measures which will be beneficial to household and structure including projected material and labor costs.
5. Educate clients about energy conservation, safety and home maintenance.
6. Analyze contractor bids, award bids and follow progress once bid is awarded.
7. Serve as the interface between clients and contractors relative to problems and issues.
8. Knowledge of Minnesota Housing Finance Agency Rehab program and ability to complete inspections implementing their forms so as to make appropriate referrals.
9. Assist Lead Housing Auditor in determining annual pricing for weatherization measures.
10. Prepare job books for contractors assigning prices for each WX measure.
11. Follow individual job progress through to final inspection necessary for payment.
12. Monitor and inspect contractor performance.
13. Maintain all mandatory forms and documentation in files.
14. Attend all sessions required to retain proficiency in performance and/or to obtain/retain necessary certifications.
15. Keep immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention, so that prompt corrective action can be taken as needed.
16. Perform other duties and responsibilities as assigned by supervisor

**AMERICANS WITH DISABILITY SPECIFICATIONS**

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; each with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.
* The employee must occasionally lift and/or move up to **50** pounds.
* Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.