

## *Blue Water Community Action*

**Blue Water Community Action has a job opening in the Community Services Department for a full time Weatherization Inspector- Energy Auditor.**

**JOB TITLE:** WEATHERIZATION INSPECTOR – Energy Auditor  
**PROGRAM:** Weatherization  
**SUPERVISOR:** Weatherization Manager  
**WAGES:** \$18.61-\$20.04 per hour  
**STATUS:** Technical, Non-Exempt

Assess Weatherization DOE, LIHEAP, MSHDA and MPSC needs and ensure completed work meets the requirements and standards of the program.

### **DUTIES AND RESPONSIBILITIES**

1. **Certification:** Successfully complete the required Weatherization Michigan Energy Auditor Certification, then the BPI Energy Auditor Certification and the Home Rehab/Repair Inspector Training.
2. **Energy Audits:** Conduct Energy Audits to determine weatherization requirements of each unit. Complete the Inspection/Work Order, designed weatherization data management system and the National Energy Audit (NEAT), perform required diagnostic testing listing materials needed and estimated costs following the Weatherization Assistance Program (WAP) guidelines and the current contractor price lists.
3. **Assessments:** Assess problems with homes including health and safety issues such as mold, asbestos, moisture, fire, knob & tube wiring and carbon monoxide. Make decisions on job referrals.
4. **Required Inspections:** Perform the number of required inspections and all associated paperwork and associated software management in a timeframe required to maintain workflow.
5. **Trainings:** Attend formal trainings when funding is available to ensure programmatic compliance as well as professional development.
6. **Inspections:** Complete all UPCS inspections for the Home Rehab/Repair Program and site visits as required by the program (initial, in progress, and final).
7. **Contractors:** Provide guidance as needed with the contractors on the job site or by phone as needed to provide clarification and guidance on required work.
8. **Records:** Complete and submit timely and accurate assessments on the computer using Excel, state required software, and the designed data management system.
9. **Client Relations:** Instruct and advise clients on energy conservation techniques and assure satisfaction with weatherization work.
10. **Other:** Additional duties as assigned.

### **DUTIES AND RESPONSIBILITIES – ORGANIZATIONAL**

1. **Demonstration of Values:** Understand BWCA's mission and purpose. Adhere to BWCA standards of conduct, program philosophy (where applicable), and cultural contract.
2. **Customer Service:** Provide high quality customer service in a prompt, respectful, and professional manner. Conduct formal/informal assessment of eligibility for BWCA programs and make referrals as appropriate.
3. **Quality of Work:** Consistently perform job duties accurately and timely; Cost conscious when utilizing materials and resources; Seek opportunities for improving processes: and, Meet commitments and deadlines.
4. **Flexibility/Adaptability:** Demonstrate flexibility and adaptability to change and to

- recommendations for improving job performance in a positive manner.
5. **Safety:** Demonstrate safe work habits. Report unsafe conditions and incidents. Participate in the maintenance of a clean and safe work environment.
  6. **Teamwork:** Effectively participate as a team member at multiple organizational levels and across departments.
  7. **Goals:** Understand and meet organizational goals/objectives related to position including agency strategic plan, ROMA plan, and Children's Services Strategic Plan as well as taking on duties that are not related to position as supports for management staff/support staff to reach goals/objectives. MGT: Team achieves outcomes.
  8. **Communication:** Effectively communicate with other staff, clients, partners, and the public in a manner that is tactful, sensitive, and respectful. Demonstrate active listening. Body language and tone are consistent with verbal messages. Demonstrates friendly, positive "can do" attitude: Oral and written communications are clear, concise and accurate; Keep team members informed.
  9. **Confidentiality:** Maintain confidentiality of client and organizational information.
  10. **Improvement:** Continually improve skills through a variety of opportunities external and internal with particular attention to areas identified in the Professional Development Plan and other goals set related to improvement. Improve outcomes results of assessments related to job position, client outcomes, and organizational goals. Attend staff pre/in-services and other training opportunities as available.
  11. **Compliance to Policy:** Understand and comply with organization and regulating policies and procedures including the reporting of child/adult abuse/neglect as required by law.

## QUALIFICATIONS

1. A high school diploma or equivalency. Some college or technical education preferred.
2. Building inspector and residential construction knowledge preferred.
3. Energy Auditor Certification required (See below time schedule for meeting requirement).
4. Physically able to inspect all areas of a housing unit (attics, roof, crawl spaces).
5. Ability to lift up to 50 lbs.
6. Must be proficient on a computer including Microsoft Office, e-mail, and Outlook software.
7. Experience working with and understanding of low-income families.
8. Ability to work with minimal supervision.
9. Obtain and maintain valid Michigan Driver's license.

## CERTIFICATION REQUIREMENTS (Outline subject to change):

Within the first 3 months of hire:

1. ASHRAE62.2 evaluation training
2. Indoor Air Quality Certification (State of Michigan training)
3. Combustion Appliance Zone Testing Training

Within 3 to 6 months of hire:

1. LSW and EPA LRRP Certification
2. OSHA Construction 10 Hour
3. NEAT/MHEA Training (state energy audit tool)
4. Air Sealing or Dense Pack Insulation Training
5. State of Michigan Energy Auditor Certification

Within 12 to 18 months of hire

1. BPI Energy Auditor Certification

**If you are interested submit application and/or resume to:**

**Human Resource Department      3403 Lapeer Rd.      Port Huron, MI 48060**

Blue Water Community Action is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, national origin, age, marital status, height, weight, sex or handicap.

